



TEACHER RECOMMENDATION CHECKLIST

STUDENT: If you are asking a teacher for a recommendation,

- 1) Finish your resume and arrange to meet with your teacher, if requested.
- 2) Fill out your part on the teacher recommendation forms.
- 3) Fill out teacher's information (i.e. PHS address, PHS telephone number, teacher name, teacher email etc.), except for teacher signature.
- 4) Fill in all the information on this checklist, except for Date Sent.
- 5) Clip this checklist and forms together, insert with your resume in a manila envelope, and submit to your teacher.
- 6) Include stamped envelopes with addresses of admission offices.

TEACHER: Use this checklist to keep track of deadlines and completed/sent recommendations.

STUDENT NAME: _____
Last
First
Middle Initial

<i>School Name</i>	<i>Due Date</i>			<i>Date Sent</i>
	<i>ED</i>	<i>EA</i>	<i>Rolling</i>	
	<i>EA</i>	<i>Rolling</i>	<i>Reg.</i>	
	<i>EA</i>	<i>Rolling</i>	<i>Reg.</i>	
	<i>EA</i>	<i>Rolling</i>	<i>Reg.</i>	
	<i>EA</i>	<i>Rolling</i>	<i>Reg.</i>	
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	<i>EA</i>	<i>Rolling</i>	<i>Reg.</i>	