



## Atlantic County Institute of Technology

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### STUDENT REQUEST FOR LETTER OF RECOMMENDATION

Student Name: \_\_\_\_\_

Recommender Name: \_\_\_\_\_

School Counselor: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Please complete by: \_\_\_\_\_

**PLEASE ALLOW THE TEACHER A MINIMUM OF 2 WEEKS TO COMPLETE THE REQUEST.**

#### Notes to the Recommender:

- State specific examples about the student in your letter, a memory from class, the student's mastery of something specific or observed behavior.
- The final letter of recommendation should be created on the school letterhead.
- **Teachers will also need to fill out the COMMON APPLICATION teacher evaluation form within the Naviance platform. This cannot be completed until fall 2020.**

#### Checklist for students:

\_\_\_\_\_ I have attached an updated resume, activity list, or Brag Sheet.

\_\_\_\_\_ I have provided the recommender with more than 2 weeks to complete the letter of recommendation.

\_\_\_\_\_ I have added my teacher request into my Naviance account.

**The teacher/counselor recommendation is considered a confidential document. It will only be released by the guidance office to the college admissions office and/or scholarship committee.**

*Be sure to follow up with a "thank you" to the staff member.  
Good luck!*