

HIGH SCHOOL RECOMMENDATIONS

MATH & ENGLISH RECOMMENDATIONS

- Student fills out top of the each recommendation form
- Student selects envelope to put form in
- Student addresses envelope with correct high school address
- Student **DOES NOT** put a return address on envelope
- Student **DOES NOT** seal the envelope
- Student places stamp on the envelope
- Student takes recommendation in unsealed, stamped envelope to school and kindly asks specific teacher to fill out their recommendation

PRINCIPAL (ADMINISTRATION) RECOMMENDATION & TRANSCRIPT FORM

- Student fills out top of the principal recommendation form
- Student/parent fills out transcript form
- Student takes each form (**NO ENVELOPES NEEDED**) to school, hands transcript form to principal, and kindly asks principal to fill out their recommendation

CLERGY/PASTORAL/CHURCH RECOMMENDATION

- Student fills out top of the clergy/pastoral recommendation form
- Student selects envelope to put form in
- Student addresses envelope with correct high school address
- Student **DOES NOT** put a return address on the envelope
- Student **DOES NOT** seal the envelope
- Student places stamp on the envelope
- Student takes recommendation in unsealed, stamped envelope to school/church and kindly asks specific clergy/teacher to fill out their recommendation

OPTIONAL/ADDITIONAL RECOMMENDATION

- Student may want additional recommendations
- Student may select any other teacher, leader, director, coach, and/or other
- Student fills out the top of the given teacher recommendation form
- Student selects envelope to put form in
- Student addresses envelope with correct high school address
- Student **DOES NOT** put a return address on the envelope
- Student **DOES NOT** seal the envelope
- Student places stamp on envelope
- Student takes recommendation in addressed, stamped, & unsealed envelope to specific individual and kindly asks specific individual to fill out their recommendation
- If no teacher recommendation form exists; student brings addressed, stamped, & unsealed envelope to the specific individual and kindly asks them to write a recommendation without a specific form

ONLINE RECOMMENDATION

- Simply follow the procedure given on the application ... also make sure to inform the specific teacher/individual of your request for a recommendation in person so it can be completed