

**Letter of Recommendation** (Allow 2-3 weeks for processing)

**Student Name** \_\_\_\_\_ **Counselor** \_\_\_\_\_  
*Please print*

**Letter requested from:** \_\_\_\_\_ **Date letter requested** \_\_\_\_\_  
*Print: Teacher's name*

1. Guidance only keeps two (2) letters on file. If someone outside of Paul VI writes you a letter, you should provide the writer with a stamped, addressed envelope to mail the letter. Guidance DOES NOT keep outside letters on file.
2. Request letters early. *It is your responsibility to follow up.* Check with Guidance to see if the letters are in; if they are not in, speak with the teachers.
3. **Are you applying early decision or early action?** \_\_\_ Yes \_\_\_ No
4. **If you are going regular decision, what are your deadlines?** \_\_\_\_\_

**Check the appropriate statement:**

\_\_\_\_\_ I waive the right to see the letter of recommendation. (You may not see the letter)  
\_\_\_\_\_ I do not waive the right to see the letter of recommendation.

\_\_\_\_\_  
Student Signature

=====

**Teachers:** Students are on a timely deadline to turn in all paperwork. Please observe deadlines as posted on the reverse side. Letters for students with an early decision deadline should be submitted to Guidance no later than **October 2.** Remember to return this form to Guidance with your letter. Thank you.