

Mohonasen Recommendation Request Form

Student Name: _____ Major: _____

Recommender: _____ Date submitted to recommender: _____

Students: Ask your recommender in person for a recommendation before giving them this form. If you are using the Common Application for any college, ask if they would like to complete their recommendation online or via the paper form.

If they are submitting your recommendation online, get their email address from them, as you need to input their CORRECT email address in the online common app. Once logged in to your common app, click the *School Forms* link and “Invite an Official”. Input their email address so they get an invitation to submit your recommendation online.

If using paper forms:

1. Check for additional recommendation forms:
 - If using the Common Application: provide your teacher ONE copy of the Teacher Evaluation Form. They will make the needed copies. Mark “Yes” in the 4th column in the chart on the back of this form for each Common App college.
 - If you are not using the Common App, check your applications to determine if there is a form the college wants completed by the teacher and mark “yes” in the third column in the chart on the back of this form for that college.
2. Provide one stamped and pre-addressed envelope for ***each*** college listed on the back of this form. Use Mohonasen HS, 2072 Curry Road, Schenectady, NY 12303 as the return address. If your teacher is completing their recommendation online, you do not need to provide them with envelopes for the colleges.
3. When you have completed this form, put all envelopes with attached forms in a large envelope or a folder. Put this form on top.

All Students:

1. Give this form and a copy of your activity sheet to your recommender **at least three weeks before the application deadline!**
2. Provide one envelope (no stamp needed) with your counselor’s name on it.
3. Remember to follow up with a thank you note to each recommender.

Recommenders:

- Please keep this form as a record of recommendations sent.
- Submit a copy of the recommendation to the student’s counselor.

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My Colleges

College Name	Due to the college on (date):	School specific recommendation form used with this application? Yes or no	Common Application? (Include Teacher Eval. Form) Yes or no	DATE SENT (for recommender use):
Example – Mary Mount College	11/15	Yes	No	
1.				
2.				
3.				
4.				
5.				
6				
7				
8				
9				
10				

Recommenders: Please send one copy to the guidance counselor circled below:

Amy Huszar

Duane Wood

Mary Lockwood

Rebecca Pauley