

# Mohonasen Recommendation Request Form

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

Recommender: \_\_\_\_\_ Date submitted to recommender: \_\_\_\_\_

**STUDENTS PLEASE!!!!**

Ask your recommender in person for a recommendation before giving them this form. If you are using the Common App for any college, ask if they would like to complete their rec. online or with the paper forms. If online, get their email address from them for your online application.

If using paper forms (vs online):

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 4<sup>th</sup> 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. Provide one envelope (no stamp needed) with your counselor’s name on it.
4. Print out a copy of your activity sheet to give to your recommender with this form.
5. When you have completed this form, put all envelopes with attached forms in a large envelope or a folder. Put this form on top. Give the entire packet to your recommender **at least three weeks before the application deadline!**

Remember to follow up with a thank you note to each recommender.

**To the Recommender:**

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

**OVER**

# 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**