

Recommendation Letter Request Form

Name: _____ GPA (not required): _____ Date: _____

Teacher: _____

Please indicate your request: (circle one)

College/University: _____

Scholarship: _____

Other: _____

if this letter should be addressed to a particular person(s) please indicate: _____

School CEEB Code: **340522**

List all activities, clubs, sports, etc. in which you have participated. Also, please list any awards you have received from school or the community below: (Use back of sheet if necessary)

9th

10th

11th

12th

Student Signature: _____

This request must be made 2-3 weeks in advance. The teacher will return it to Mrs. Chappell and the letter, along with BCA's high school profile, will be sent to the College/University indicated above.