

Tempe Preparatory Academy
Recommendation Request Form
for Letters of Reference

In order to help your teacher and coaches provide the most complete recommendation for colleges, programs, and scholarships, please complete the following with as much detail as possible. It is acceptable to fill out the questions on the back once, then make copies of this form, adding only the unique information on the front side for each person you ask to write a recommendation.

You should give this form to your teacher, along with any specific forms the colleges/organizations require for recommendations, and pre-addressed, *stamped TPA* envelopes. If a college/organization wants a letter instead of using a specific form, give the teacher the name and address for each letter, so he/she can personalize the letter(s). Organizing your paperwork in a file folder with your name on it can be helpful to the teacher. Please remember to allow plenty of time for the teacher to write the letter(s). Give them the request at least two weeks prior to when you want the letter(s) sent out, which should be at least two weeks prior to the stated deadlines. *Thus, you should give them the request a month or more prior to the deadlines.*

Letters of recommendation must be sent directly from the school to the colleges.

Your name: _____

Teacher/Coach Name: _____

Requested Completion Date:

(should be at least two weeks from today)

Colleges/Organizations to receive letters from this teacher/coach:

College/Organization	Specific form required? *	Submit Online? **	Application Deadline	Teacher Use Only <i>(keep track of when sent)</i>

* College's specific recommendation form, Common Application form, or just a letter on TPA stationary.

** Teacher/Coach will receive an invitation by email for online recommendations.

Classes / Activities / Sports you have had with this teacher/coach:

- Briefly describe a success or two you experienced with this teacher/coach:

