

Name: _____ Homeroom: _____ HR Teacher: _____
 Counselor: _____ Student ID#: _____

Recommendation Request — MR. CANOVA

The college application process is evolving. You now have the option of either submitting your applications electronically (if it is the common application) or traditionally mailing them to the schools of your choice. Therefore, it now becomes important to let me know if I must submit your recommendation electronically or by mailing it to the schools you are applying to. Below you will find a checklist of all the things that I will need to assist me in writing your letter. Complete this checklist and place all items into a folder and **HAND** it to me directly. ALLOW AMPLE TIME for the recommendation to be written and sent out. Meeting a deadline in less than a month is not going to happen.

If any of these items are missing from the folder, the folder will be returned to you in your homeroom

CHECKLIST:

Did you.....

- _____ 1. Check to see if the schools you are applying to require teacher recommendations?

- _____ 2. Include a **copy** of your unofficial transcript? Only final grades of **B** or higher in Chemistry will be considered for a recommendation.

- _____ 3. Include a **copy** of your most recent SAT scores?

- _____ 4. File your application electronically on SCOIR? This means that I will be receiving an email so that I can submit a recommendation online on your behalf. For this method, there will be **no** printed copies of the recommendation provided. My email address is john.canova@edison.k12.nj.us

- _____ 5. File your applications traditionally (US mail)? This means that I will need to print out copies of the recommendation and mail them to all the schools you are applying to. For this method, I will need:
 - a. a stamped and pre-addressed envelope (self-adhesive) for **each** school you are applying to so I can mail the recommendation directly to the school. **You must have the envelopes prepared and enclosed when you submit this folder to me.**
 - b. a copy of your **signed** recommendation waiver form **in each envelope.**
 - c. **any** pages from the application packet that I must sign, or check off boxes for. These should be paper clipped to the appropriate envelopes as well.

- _____ 6. Do **both** #4 and #5 above? This means that you filed the common app electronically **AND** mailed out additional applications. In this case, you will need to fulfill the requirements for **both** 4 and 5 above.

_____ 7. Complete the chart below?

Name of College/University you are applying to	Deadline
1.	
2.	
3.	
4.	
5.	

- _____ 8. Answer the questionnaire on the inside of this folder? The questions must be answered thoroughly.
I will not write a recommendation for you if any of the questions are left blank or barely answered.

I also need to know:

- _____ 1. Final Grade in Chemistry (Only final grades of a B or higher will be considered and you must attach a copy of your unofficial transcript).
- _____ 2. How many printed copies of the recommendation do I need to print out? (I will need a self-addressed, self-adhesive, stamped envelope for EACH printed copy)

Recommendation Questionnaire Page 2— Mr. CANOVA

* Besides school, what else do you do with your time?

* Have you volunteered your time either at JPS or outside of school? If so, where and in what capacity?

* What are your current plans as far as studies at a higher institution of learning?
If in the science field, be specific what you are planning on studying.
If a non-science field, please just tell me why you are interested in that field.

SIGNATURE: _____

DATE: _____