

**SHELBYVILLE HIGH SCHOOL
FACULTY RECOMMENDATION FORM**

STUDENT NAME _____

Student Responsibilities:

- Choose a faculty member to write your letter of recommendation. For college applications, you should select a teacher from one of your college prep classes. For scholarship applications, consider selecting a faculty member who has knowledge of your qualifications for the scholarship.
- Complete this form and give it to the faculty member at least **one week** prior to the due date.
- Attach a copy of your Student Information Sheet or resume for the teacher to use to write the letter of recommendation.
- Indicate whether you would like a letter addressed specifically to the college/scholarship committee or if you would like a general letter of recommendation to keep on file in the guidance office.

Recommending Faculty Member

Date Recommendation Requested

Deadline

Reason for Recommendation

_____ College Application

_____ Scholarship Application

_____ Other (Please list reason): _____

Type of Letter Requested

_____ General Letter of Recommendation

_____ Specific Letter Addressed To : _____

Faculty Member Responsibilities:

- Write a letter of recommendation for the above student. Your description may include academic abilities, personal characteristics, or qualities that distinguish this student from his/her classmates. Include pertinent information for a college admissions or scholarship committee to know.
- Print the letter of recommendation on school letterhead and sign it.
- Submit the letter to the student's counselor by the due date.
- Indicate whether you would like the student to have access to a copy or keep it confidential.

_____ Keep this letter confidential.

_____ Allow student access to a copy of this letter.