**Mr. Talbot’s Form for Students Requesting a Letter of Recommendation**

*Please Note: Letters will be provided only if the student is maintaining good academic, civic, and social standings and have waived their rights to view letters of recommendation. Letters will be retracted if the student does not maintain a good academic, civic, and social standing.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidance Counselor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Check here to when you have requested that your Counselor forwarded me a copy of your transcript

Letter of Recommendation Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schools that you are applying :

1.

2.

3.

4.

5.

6.

Programs/Major of Interest (specify if this is dependent on the school):

Extra Curricular Activities (sports, music, work, community service etc):

Miscellaneous Information: