

Midland Park High School  
Guidance Department

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Letter of Recommendation Request Form

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

Date: \_\_\_\_\_

Teacher Recommender: \_\_\_\_\_

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APPLICATION DEADLINE: \_\_\_\_\_

Please use this form as notice that I have added you as a recommender in Naviance. You should receive an email from Naviance indicating that I have requested you.

I have completed the following tasks in order for you to write and upload my letter (students must check each box):

- ☐ My resume is completed in Naviance for your review
- ☐ All of my schools are listed in Naviance
- ☐ I marked the schools I'd like you to recommend me for in Naviance
- ☐ I am giving you this form 3 weeks prior to my deadline dates to ensure enough time to complete the recommendation letter

Thank you,

Student Signature: \_\_\_\_\_