



Letter of Recommendation Request Form

Student Name: _____

Student Contact (Email): _____ (Phone): _____

Recommender Name: _____

Recommender Contact (Email): _____

Do you waive your right to review this recommendation (yes/no): _____

Submission Information – how the recommendation is submitted *(check all that apply):*

- ____ Electronic Submission (circle all that apply): Common Application, Coalition Application, Common Black Colleges Application, Universal Application, SendEDU
- ____ Mail Submission—*Student Provides Stamped/ Addressed Envelope with SPCPA return address -- SPCPA, 16 West 5th Street, Saint Paul, MN 55102*
- ____ School Specific Application (Name/describe): _____

____ **Date Requested:** _____ **Due Date:** _____

****Unless prior approval is obtained, students are expected to provide 4 weeks between request and due dates.****

Required Information for Recommender:

- ____ Attach Unofficial Transcript with Recommender’s courses highlighted (*available under the “Reports” tab on Infinite Campus*)
- ____ Student Resume *and/or* List of Interests/Accomplishments/Involvement
- ____ List Adjectives that Best Describes You:

1) _____ 2) _____

3) _____ 4) _____

____ Summary page (*ask if the recommender would like an emailed version*) that:

- Tackles the big questions – Why this class? Why this teacher?
- Identifies your strengths as a student, performer, and/or human being.
- Differentiates you from your peers at SPCPA by providing examples from your recommender’s class that
 - **Relate to the adjectives you listed.**
 - **Describe how you have changed because of this class.**
 - **Show your individual commitment to your academic/artistic growth.**
- If desired, provide additional examples that focus on your character, personal qualities and efforts to date (*inside and outside of SPCPA*) that have prepared you to be a successful college student.

Additional Supportive Details:

Arts Track: _____ **Anticipated Major(s):** _____

____ Most Significant Challenge(s)/Obstacle(s) You Overcame: _____

____ Most Significant Academic Highlights: _____

____ Most Significant Artistic Highlights: _____

____ Other Significant Experience That Impacted You: _____

____ Most Significant Extra Curricular Experience: _____

Final Notes: *Never assume that someone will write a letter of recommendation for you.* If someone declines to provide you with a letter, they are actually doing you a favor by allowing you to select another person better able to describe your unique gifts and talents in the time you have given them. *Never assume that you can dictate a letter of recommendation.* **Your recommender will craft a document that he or she feels best describes the person they know.** Be grateful! Recommendations are a gift. Ask what you can do to make this job easier on them. They are doing you, and often several dozen of your peers, a favor.

Once the letter is submitted: Write the teacher a thank you note! A small token of appreciation is also welcome but does not replace a thoughtful handwritten note (or email). Acknowledge the time and effort that this individual put in to your letter and the role they are playing in helping you achieve your goals. Keep them in the loop. They will happily celebrate your victories and commiserate over your defeats. Your recommender(s) would love to know what you ultimately decided to do after SPCPA!
