**GRIGGSVILLE-PERRY COMMUNITY UNIT SCHOOL DISTRICT #4**

 ***Elementary/High School District Office*** ***Middle School***

 202 N. Stanford Street 202 N. Stanford Street 201 E. North Street

 P.O. Box 439P.O. Box 439 P.O. Box 98

 Griggsville, IL 62340 Griggsville, IL 62340Perry, IL 62362

 **(217) 833-2352 (217) 833-2352** **(217) 236-9161**

 *Principal: Jillian Theis*  ***Fax: (217) 833-2354*** *Principal: Jeff Bourne*

 *“Home of the Tornadoes“ Superintendent: Dr. Janet Gladu "Home of the Eagles”*

**Letter of Recommendation Request Form**

**PLEASE ALLOW 2 WEEKS NOTICE!**

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

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide your teacher/counselor with any necessary college or scholarship paperwork required to accompany their letter of recommendation.

Please provide a list of colleges/scholarships to which you are asking me to send a letter of recommendation and their due dates.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Due: | 6. | Due: |
| 2. | Due: | 7. | Due: |
| 3. | Due: | 8. | Due: |
| 4. | Due: | 9. | Due: |
| 5. | Due: | 10. | Due: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature