



**YONKERS' MONTESSORI ACADEMY**  
**Recommendation Request Form**

*Preface:*

- *Students, please allow a teacher a minimum of three weeks to write a letter of recommendation*
- *Teachers, please keep a typed copy of this letter to send to either Ms. Lax or Assistant Principal Falcone*

Student Requesting the Letter: \_\_\_\_\_

Recommending Teacher/Administrator: \_\_\_\_\_

How long have you known the person recommending you: \_\_\_\_\_

How do you know the person recommending you: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date the Recommendation is Needed: \_\_\_\_\_

**Purpose of Letter: (circle all that apply):**

*a. College Recommendation*

*b. Scholarship Application*

*c. Employment*

To Whom should this letter be addressed: \_\_\_\_\_

To where will this letter be sent: \_\_\_\_\_

**List three words that describe you:**

i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_

**List any awards or recognitions you have earned for academics, athletics, community service or your job?**

\_\_\_\_\_

Activities, Athletics, Community Service and/or Employment	Number of Years Involved; please use specific years of attendance (for example: 2 years, 2010 to 2012)

Leadership Experience

**A. Do you have any special talents or abilities that we should be aware of? What makes you stand out from other applicants?**

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**B. Is your academic record and transcript an indication of your ability and potential? Why or why not?**

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**C. Are there any unusual circumstances that have had an impact on your academic performance in High School?**

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**D. What is your main goal for attending college after High School?**

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**E. What is your intended major?**

**F. What do you enjoy doing in your free time?**

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**G. What are your strengths?**

**H. Where do you see yourself in five years?**

**I. If there was one thing that you would want to leave behind for others (a gift, advice, a lesson, an object, a piece of art, etc.) what would it be and why?**

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**Authorization for Release of Information**

Please indicate below which option you prefer (check one):

Option A  I agree that this information may be kept confidential. This means I will have no access to this letter now or at a later date.

Option B  I retain the right, afforded by the Family Education Rights and Privacy Act to see any materials sent by these references, if so requested. I understand that if I choose not to waive my rights, you have the right to deny my request for a letter.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_