

*Medford Public Schools*

*Guidance Department*

489 Winthrop Street, Medford, Massachusetts 02155



**FRANK HOWARD**  
Director of Guidance  
and School Counseling K-12  
781-393-2319

To: Graduating Class

From: Mr. Howard

Re: Teacher Letter of Recommendation Form

The Medford High School Guidance Department suggests the following letters of recommendation for students applying to college: two teacher letters of recommendation and one counselor recommendation. More than this is not necessary unless an unusual situation exists.

Students may ask **two** Medford High School faculty members for college letters of recommendation. Please have your teacher sign the bottom of this page indicating their willingness to write a letter for you. Copies your "Brag Sheet" should be given to each of the two teachers and college counselor to assist them in writing a letter recommendation.

**TEACHERS AND STUDENTS PLEASE NOTE THE FOLLOWING CHANGE**

You must supply your teacher with an addressed stamped envelope(s) for the college(s) you would like them to send your letter(s) of recommendation to. Please provide teachers with the application deadline for those colleges. Students are responsible for securing a copy of their teacher recommendation and making sure a copy is also received in the First Floor Guidance Office for your College Folder. This copy will be used during the scholarship application process in the Spring 2010.

This form signed by your teachers, must be returned to the First Floor Guidance Office along with your Transcript Request Form for your College Folder.

I agree to write a letter of recommendation for the following student:

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

1. Teacher's Name Printed please: \_\_\_\_\_

Signed : \_\_\_\_\_

2. Teacher's Name Printed please: \_\_\_\_\_

Signed : \_\_\_\_\_