**TEACHER**

**RED FOLDER**

***Must be received by teacher at least 10 school days prior to first deadine.***

**Student:**

**Magnet:**

**Phone:**

**Email:**

Date received by Teacher (office use only)

**Instructions for use of Red Folder….**

|  |  |
| --- | --- |
| **Teacher Letter of Recommendation (hard copy to be mailed)** | **Teacher Recommendation Using the**  **COMMON APPLICATION** |
| * Fill out the cover sheet of Red Folder * List deadlines. * Include addressed letter size/standard envelope of the college/scholarship on the right-side of Red Folder * Include at least 2 stamps for postage * Place completed Teacher Questionnaire inside folder. | * Fill out the cover sheet of Red Folder * Indicate which applications are CA below and include specific deadline/postmark dates * Via CA website, invite your teacher to complete teacher recommendation online. (You will need to enter your teacher’s email address.) * Your teacher will receive an email to complete your CA online once you submit your CA. * Place completed Teacher Questionnaire inside folder. |

**Check or complete the columns that apply:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Postmark/Deadline Date**  (the earliest date) | **Name of College/Scholarship** | **Online rec via**  **Common Application** | **Hard copy letter of rec**  (envelope included) | **Date Mailed**  (teacher use only) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |