**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.
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**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) |
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