



Henry R. Clissold Elementary School

2350 W. 110th Place, Chicago, Illinois 60643

*Phone: (773) 535-2560 *Fax: (773) 535-2556

<http://www.clissold-school.org/>



Recommendation Letter Request Form

Student Name: _____

Please complete the following information for each letter requested. Allow at least seven (7) calendar days for processing. Unless otherwise indicated, we will mail letters directly to contacts.

School #1:

Teachers you need recommendations from: _____

Who/where is the recommendation for: _____

Contact and title: _____

Address: _____

Reason (circle): admissions principal discretion scholarship

Other: _____

School #2:

Teachers you need recommendations from: _____

Who/where is the recommendation for: _____

Contact and title: _____

Address: _____

Reason (circle): admissions principal discretion scholarship

Other: _____

Write your current grade in each subject.

Arts	
Design	
Individuals and societies	
Language Acquisition--Spanish	
Language and Literature	
Mathematics	
Physical and Health Education	
Sciences	

In order to write a thorough letter, teachers need to know some information about you. Please tell us more about you in the following areas:

What activities do you participate in for Clissold and what role do you have?

What activities do you participate in outside of Clissold and what role do you have?

What types of volunteer work do you do or have you done this school year?
