



Guajome Park Academy
"A California Public Certified Charter School"

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Vista, CA 92083

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Fax 760-631-8503

**LETTER OF RECOMMENDATION
TEACHER PACKET**

YOUR NAME: _____

YOUR E-MAIL: _____

TEACHER: _____

The college application process is often stressful and can be overwhelming. We want to help you through this process, in part by writing the best letter in the timeliest manner possible for you. In order to do this, we need you to do the following:

- ❖ Return this packet to me at **least 20 working days prior to your deadline**. A good rule to follow is **earlier is better!** Remember, vacation days DO NOT apply to the minimum 20 days.

When turning in your completed packet, please include the following items:

- For students using the Common Application, please create an account and invite me, as your teacher, to provide my recommendation on-line. See your counselor if you have questions in this regard, or visit <https://www.commonapp.org/CommonApp/default.aspx> for more information.
- Self-addressed and stamped envelopes for all letters for colleges **NOT** using the Common Application.
- **Attach a completed Letter of Recommendation Resume OR the Extracurricular Activities Section (pages 6-7) of the Counselor Packet.**
- Please list all of the colleges (& application deadlines) to which you are applying: