

MARPLE NEWTOWN HIGH SCHOOL
120 MEDIA LINE ROAD
NEWTOWN SQUARE, PA 19073

TEACHER'S NAME _____

We, the parents (or guardians) of _____

a _____ grade/graduate pupil from the Marple Newtown High School, hereby grant

permission for the above-named teacher of this high school to forward a letter of

recommendation to: _____

for the purpose of seeking admission to the aforementioned institution.

DATE

PARENT'S SIGNATURE

DIRECTIONS TO OBTAIN TEACHER RECOMMENDATIONS:

1. **Complete this form which gives permission to the teacher to write a recommendation.**
2. **Prepare a stamped envelope, addressed to the college with the return address of: MARPLE NEWTOWN HIGH SCHOOL, 120 MEDIA LINE ROAD, NEWTOWN SQUARE, PA 19073 for each college you want the letter of recommendation to be sent.**
3. **Ask your teacher to write the letter of recommendation, and if they agree, provide them with a signed release form and the addressed stamped envelope for each college.**
4. **The teacher will then mail the letter directly to the college and send the release form to the Counseling Office for the student's file, noting the date mailed.**

NOTE TO TEACHER:

- **Review "tips" on reverse side**
- **After completion, this form is to be placed in the student's folder**

Date Mailed

