Pacific Lutheran University
School of Education
Tacoma, WA 98447-0003
(253)535-7272

RECOMMENDATION LIST

NAME **DATE**

This form is for internal use only and is designed to verify receipt of your letters of recommendation that you have requested for your teacher placement file. This form will not become a part of your placement file.

INSTRUCTIONS:

- At a minimum, you should request recommendations from cooperating teacher(s), university supervisor(s) and PLU faculty. These requests should be made in writing. We recommend a personal note and the attached "Request for Recommendation" form.
- List the names of people from whom you have requested letters of recommendation for your placement file.
- No recommendations will be included in your placement file unless specifically authorized by you. If you wish to update the list below, please indicate additions or deletions in writing.
- Preprinted recommendation forms are available.
- Please do not request recommendations from friends or relatives. Professional references will be accepted from faculty, master teachers, principals, supervisors and others with whom you have a professional relationship.
- Please have your letters of recommendations sent to the above address.

Writer's Name	Writer's Position	Address	Date Received