

LOS ANGELES UNIFIED SCHOOL DISTRICT

Paul Revere Charter Middle School
Mathematics, Science and Technology Magnet Center

1450 Allenford Avenue, Los Angeles, California 90049-3614
Telephone: (310) 917-4800 Fax: (310) 576-7957 | <http://www.paulreverems.com>

RAMON CORTINES
Interim Superintendent of Schools
CHERYL HILDRETH
Superintendent
FERN SOMOZA
Interim-Principal

REQUESTING LETTERS OF RECOMMENDATION

September 15, 2015

Dear Students & Parent/Guardian,

Greetings! Thank you for choosing to attend Paul Revere this school year. As you begin to look for future educational opportunities for your child and are in need of letters of recommendation from teachers and/or an administrator, we kindly ask that you adhere to the following:

1. Have your child ask school staff person(s) if he/she would be willing to write a letter of recommendation on his/her behalf or fill out paperwork for another school.
2. Give the school staff person(s) 2-3 weeks notice to complete any required paperwork.
3. Provide the school staff person(s) self-addressed stamped envelopes to mail the confidential paperwork to the institution (not your place of residence).
4. Encourage your student to personally thank or write a thank you note to the staff person(s) for their time.

Thank you for your support.

Sincerely,



Fern Somoza
Interim-Principal