**EDINA PUBLIC SCHOOLS**

**Community Service Letter Requirements - Recommendation Form** - Due by Friday, April 7, 2023

To be completed by a non-relative who is familiar with student’s service work

**Directions for person filling out form:**

A student with whom you have worked is pursuing a letter in community service. In order to letter, students must obtain two recommendations from non-relatives who are familiar with the student’s service work. Please complete either this recommendation form or a letter of recommendation on behalf of the student as it relates to his/her community service work. Upon completion, please email, mail, or hand deliver recommendations to the student. If you would prefer the recommendation be private, please give to the student in a sealed envelope.

**Recommendations are due Friday, April 7, 2023.** Questions may be directed to Melody Suite at [Melody.Suite@edinaschools.org](mailto:Melody.Suite@edinaschools.org) or Hannah Christianson at [Hannah.Christianson@edinaschools.org](mailto:Hannah.Christianson@edinaschools.org)

Student Name:

Recommender Name:

Title:

Contact information (email/phone):

Name of organization where service was completed:

Please describe service completed by the student:

Please describe student performance:

Do you recommend the student to receive a community service letter for his/her service work?

\_\_\_\_ yes \_\_\_\_ no

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Signature Date