



Dear _____,
(Teacher name)

You have been requested by _____ to write a letter of
(Student name)
recommendation for her application to Villa Joseph Marie High School.

You will receive an email from our application portal at SchoolAdmin.com. The sender will appear as "The Clean Site." This email will give you the option to complete the online recommendation or to decline it. ***If you agree to complete the recommendation, please do so no later than November 10, 2017.***

If you have any questions, please feel free to contact our Admissions Office.

Thank you,

Laura Lasky
Director of Admissions
llasky@vjmhs.org
215-357-8810 ext. 193

Bailey Gorman
Admissions Associate
bagorman@vjmhs.org
215-357-8810 ext. 209