

TEACHER RECOMMENDATION REQUEST FORM

Student Name:

Date Submitted to Teacher:

Date needed by:

Directions to Students – Spring Junior Year/Early Fall Senior Year:

- Fill out this form to request a recommendation letter from a teacher. Use additional pages as needed. Do not interrupt the teacher during class to ask for a letter or ask quickly in passing. Instead, please see the teacher before or after school or at another time when you know the teacher will be free. *Please remember that teachers are not required to write letters of recommendation and may decline to write a letter for any reason.*
- If the teacher accepts your request, give the teacher this form filled out completely.
- Send them an official request online via Common App after you have created your account.
- If the college requires documents submitted through the mail, you must provide the teacher with an addressed envelope with postage.

Directions to Teachers:

- This form is to help you write a recommendation letter for this student. You are free to include or omit any information on this form.
- Although the student is asked to list his/her/their activities, please do not repeat this list in the letter, as colleges will see this information elsewhere. The list is intended to give you a sense of how involved the student is and which pursuits are meaningful and available to them.
- Please remember you are not required to write a letter of recommendation for a student and may decline for any reason, including if the student did not do all of the aforementioned steps required.
- Please save your letter on your computer so that you can easily submit it online in the Fall if required by the college, for scholarship applications in the Winter, or for students who choose to take a Gap Year and reapply the following school year.

1. Which classes did you take/are taking with me and during which year (include T.A. periods)?

2. Who else are you asking for a recommendation letter?

3. Colleges/technical programs/scholarships to which you are applying:

4. Why did you ask me for a recommendation? What insight do you think I can offer?

5. Discuss a specific time, story, project, assignment, or presentation that you remember about our class.

6. How do you think you interacted with your peers in our class?

7. What was your greatest struggle in class? How did you handle the problem?

8. What do you enjoy most about the class? What specific topics covered in class did you enjoy most and why?

9. Attach your activities sheet. Please star (*) any activity, work experience, or leadership opportunities you would like me to specifically mention, and tell me why would you like me to mention it?

10. What are your academic and/or professional goals, and why is it important to you to achieve them?

11. Is there anything else you would like me to share about you in your recommendation letter? Include any information that could be helpful to me in preparing your letter.