



TEACHER RECOMMENDATION REQUEST FORM

Student Instructions:

1. Ask your teacher(s) in person to write a recommendation letter for you.
2. Get his/her agreement.
3. Request your recommendations electronically after you have done 1. and 2.
4. Provide this form to your teacher as a confirmation.

Student Name _____ Date _____
Teacher Name _____
Counselor _____
Student Email _____ Student Phone _____

Thank you for agreeing to write a college recommendation letter for me. I am applying to the following colleges, and have listed the application due dates.

College Name	College Application Due Date	Common App or Electronic or Snail Mail

Teachers: When you are finished writing the recommendations, please mail them directly to the college using the attached addressed and stamped envelopes, and/or upload them into Naviance.

Thank you for all your time and effort on my behalf.
Sincerely,

(student signature)

Students: Please share any information that will help your teacher write effectively about you as a student. Also, remember to send a thank you note!

What subject did I teach you? _____

What major do you intend to study and why? _____

Describe any volunteer work, including when it took place and estimated hours spent. _____

List awards and honors you have earned _____

Clubs/Sports/Activities in High School (include which year(s) for each, and any leadership role you have had or are fulfilling) _____

What are your strengths? Weaknesses? Be honest! _____

What's **special** about **you**? Colleges will see hundreds of students with great grades and test scores. How are you different from everyone else? _____

What have you accomplished at TA that you are proud of? Briefly describe the activity and its importance to you. What did you learn? _____

List three important adjectives that describe you. Give a brief example of each:

1.

2.

3.