



REQUEST FOR TEACHER LETTER OF RECOMMENDATION

(To be given to a teacher following their acceptance of your verbal request for a letter of recommendation)



Thank you for agreeing to write me a letter of recommendation. I am providing the following information to assist you in the writing of the letter.

NAME _____

DATE _____

Earliest college admission deadline: _____

I had you for the following course: _____

Grade: _____

My grade in your class was: _____ I am ___ am not ___ including a copy of my resume

STUDENT QUESTIONS:

Special achievements in your class: (What did you do in class that made you stand out? What do you feel was your strongest contribution to the class?) _____

Topics I would like you to mention in my letter of recommendation: (Is there something you want the colleges to know about you that your teacher may not know? Special interest in this subject; Awards; Honors; Hobbies; obstacles you've overcome) _____

My career/ major goals are: _____

Adjectives that best describe me are: _____ , _____ , _____ .

Colleges to which I am applying & method of sending:

COLLEGE	METHOD OF DELIVERY			
	<input type="checkbox"/> Upload & Submit in Naviance	<input type="checkbox"/> Send in attached envelope	<input type="checkbox"/> Await link for submission	<input type="checkbox"/> Other: (see notes below)
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Check this box if more institutions are listed on the backside of this form

Thank you very much for your time!

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