

## TEACHER RECOMMENDATION REQUEST

**Students, you are responsible for following the procedure below:**

1. Ask the teacher for a letter of recommendation in person.
2. Give the completed Teacher Recommendation Request Form to the teacher AT LEAST 4 weeks prior to any application deadlines.
3. Follow up with teachers as you finish your application or as deadlines approach.

Name \_\_\_\_\_

Date \_\_\_\_\_

	College/University	Due Date		College/University	Due Date
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		

Intended academic program of study: \_\_\_\_\_

**Classroom specific questions**

1. Class(es) taken with teacher
2. What type of knowledge or skill did you gain from this course?
3. What area of this course was the most challenging? How did you overcome it?
4. What were the best two or three pieces of work that you did in class? Why?
5. List an example of how you displayed leadership in the classroom:

**List all activities that you have participated in during high school: Please list any honors received and/or positions held in the group such as Western Mass Champ, Captain, president, co-chair, etc.**

1. Awards and Honors
2. Athletic

3. Clubs/Activities (Leo Club, Student Government, etc.)

4. Community Activities (PAL coach, etc.)

5. Fine Arts (Band, Chorus)

6. Do you work? Where? How many hours per week?

**Student specific questions**

1. What adjectives would you use to describe yourself?

2. If you were to write a letter of recommendation for yourself to a college, what would you be certain to include?

**Indicate any additional information that you would like to be emphasized in your letter:**