



Teacher Recommendation Request Form

Complete the checklist below and **submit in person to the teacher** you are requesting a recommendation from by a **minimum of 2 weeks prior to the deadline**. Recommendations may take longer than 2 weeks depending upon the amount of requests a teacher has received so plan ahead and ask your teacher well in advance. **Take Note: Recommendations are confidential** and will only be submitted directly to the college or scholarship organization or in a sealed envelope when picked up by the student.* If students require additional recommendations after submitting this form, then students must schedule to meet with the teacher to add requests to the table below.

- Complete pages 1 and 2 of this form
- Attach a resume or brag sheet
- Attach a personal statement (draft form ok)
- For recommendations that must be mailed by the teacher, provide a stamped envelope addressed to the college or scholarship organization.
- For electronic recommendations, provide the website, email address, fax number, or other instructions below.

Date submitted to teacher: _____ Current GPA: _____ Cumulative GPA: _____

Student Name: _____

Student Phone: _____ Student email: _____

Intended college major of study or future career: _____

*I request recommendations for the following colleges and/or scholarships:

College/Scholarship Name	Deadline	Method of Submission: Letter, Form, Online, Common App, Email, or other instructions.	Date Teacher Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

List the course(s), club(s), or team(s) you were in with this teacher. Add the school year and your grade for each.

Name of course, club or team.	School Year	Grade Earned (if applicable)

Complete the questionnaire below. If your personal statement already answers a question, then just write "in my statement."

1. Describe why you have applied for this opportunity (college, scholarship, job, post-high program, etc.). How does it relate to your interests, experiences, and goals?

2. What about this teacher's class, club or sport did you enjoy or find most interesting?

3. What were your strengths and weaknesses as a student in this class or as a club/team member? If you choose to describe a weakness, then explain how you overcame it or what you learned from it that will help you in the future.

4. How do you "stand out" amongst your peers? Give an example of how you do things differently than other students in the class or in the club or on the team or give an example of how you contribute to the class, club or team.

5. What are 3 positive adjectives you would use to describe yourself? Provide examples for why you chose each adjective.

6. Is there any additional information you want your teacher to know that is related to the class, club or team (skill, talent, awards, projects, extracurricular, summer or work experiences) or any other special circumstance or personal situation that you'd like the teacher to highlight in the recommendation?