

# Request for Teacher Letter of Recommendation

*Please allow at least TWO WEEKS for your teacher to complete their letter!*

**\*REMEMBER to attach all necessary teacher forms provided by the schools.**

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Date Submitting Form to Teacher: \_\_\_\_\_ Date letter will be picked up: \_\_\_\_\_

**Please list the full name of the Colleges/Organizations to which you are applying (i.e. include if it's a college or university):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Additional: \_\_\_\_\_

*Please answer the following questions to help your teacher write a well-informed letter about you!*

1. Classes you have (or have had) with this teacher and grades in these classes.
2. Cumulative GPA:
3. Please name 2 of your educational strengths and give a specific example of how you have displayed each strength in your class(es) with this teacher.
4. Please name 2 of your areas for academic improvement and give specific examples of how you are working to improve.
5. List 4 adjectives that describe you and explain each;
  - 1.
  - 2.
  - 3.
  - 4.
6. What project/test/assignment best displayed your skills as a student in this class and why? Please give more than one example.

**ACTIVITY LIST:** Attach an activity list/resume **or** use the back of this sheet to list your most meaningful high school extracurricular activities and involvements both in and out of school (include part-time jobs).