

Date form submitted: \_\_\_\_\_  
(For teacher use only)

Are you using the Common Application?  
Yes  No

**LETTER OF RECOMMENDATION – TEACHER**  
(Please give teachers at least 3-weeks before the school  
deadline when requesting a letter of rec.)

**Student Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*Schools currently being considered: (please list earliest deadlines first)*

- |           |                 |
|-----------|-----------------|
| 1. _____  | Deadline: _____ |
| 2. _____  | Deadline: _____ |
| 3. _____  | Deadline: _____ |
| 4. _____  | Deadline: _____ |
| 5. _____  | Deadline: _____ |
| 6. _____  | Deadline: _____ |
| 7. _____  | Deadline: _____ |
| 8. _____  | Deadline: _____ |
| 9. _____  | Deadline: _____ |
| 10. _____ | Deadline: _____ |

<p><b>5 WORDS THAT DESCRIBE YOU:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
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**Please answer the following:**

1. Which course(s) did you take from this teacher? When did you take it and what grade did you receive?
  
  
  
  
  
  
  
  
  
  
2. Why did you ask this teacher to write a recommendation on your behalf?
  
  
  
  
  
  
  
  
  
  
3. What other teacher/individual is writing a letter of recommendation for you?  
Maximum: 2 core teachers, including this one (Core = English, Social Studies, Science, Math, World Language)

\_\_\_\_\_

4. Think about the class you took with this teacher. What makes you distinct and sets you apart from the other students in the class that this teacher might want to emphasize in your letter?
  
5. What was your favorite part of this class? Was your performance in this class an accurate reflection of your ability?
  
6. What was the most challenging part of this class and how did you respond? How will those characteristics help you be successful as a college student?
  
7. What major(s) would you like to pursue in college?

**Did you complete a project or write a paper for this specific class that this teacher might remember? If so, what was it about? (If you still have a copy, please attach it)**

**Is there additional information you feel the teacher should include in their letter?**

**If you are using the Common Application, please be sure to waive your right to see your recommendation in the FERPA section of the application. If you aren't using the Common App, please sign here to waive your right to see your letter of recommendation.**

**Signature:**

\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_