TEACHER LETTER OF RECOMMENDATION REQUEST

Student Name: _______________________

Date Letter Needed By: ________________

Student contact info.: email ________________________
                        cell # ________________________

First person in your family to attend college? _____ yes      _____ no
First generation? __

____ yes      _____ no

Letter electronically submitted _____
Teacher to mail letter _____
Student will pick-up _____
   (provide stamped, addressed envelope)

Instructions to students: Fill out this form to evaluate your strengths and involvement in school and extracurricular activities. Please allow ten working days from the date filed to complete letter.

Instructions to Writer of Letter of Recommendation:

College or Scholarship Name: _________________________________
Qualifications/Selection Criteria: ______________________________

DEADLINE: _________________________________

Academics:
GPA: ____________  Class Rank: ____________ in a class of: ____________
Admission Test Scores: SAT: ______________________  ACT: ______________________
Intended College Major(s): _______________________________

Long Range Career Plans:
________________________________________________________________________________________

Coursework in Subject Area of Teacher writing letter:

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<tr>
<th>Year</th>
<th>Course</th>
<th>Grade Earned</th>
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List academic awards or honors & when you received them:
________________________________________________________________________________________

Extracurricular (List your in-school and out-of-school community service and total hours of service.):

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<tr>
<th>Year</th>
<th>Description of Activity/ Club</th>
<th>Positions Held &amp; Awards</th>
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About you:

List any work experience, travel experience, or special educational experience you have had that relates to coursework:

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<tr>
<th>Year</th>
<th>Description of Experience</th>
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Books/authors you read/studied as a jr./sr. (author project especially):

________________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Other major school project successes:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

List any Special Interests, Hobbies, or Talents:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

What do you consider your strengths as a person and as a student?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Any additional information you would like to share that could enhance the teacher's academic letter about you:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________