TEACHER LETTER OF RECOMMENDATION REQUEST

Student Name: Date Letter Needed By:			
Student contact info.: email cell #			
First person in your family to attend college? yesno First generation?			
yesno 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:			
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: Year Course Grade Earned Year Course Grade Earned			
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.): Year Description of Activity/ Club Positions Held & Awards ———————————————————————————————————			

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