

# Teacher Recommendation Request Form

**STUDENTS:**

Before giving this form to the teacher of your choice, it is expected that you have approached that teacher and have requested permission to use him/her as a reference. Once the teacher has agreed to write a recommendation for you, it is important that you complete the sections below in a careful and complete manner to assist the teacher in writing a recommendation. Please present this form to the teacher at least two (2) weeks prior to the time that you need the recommendation.

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

Teacher: \_\_\_\_\_ Today's Date: \_\_\_\_\_

For what class(es) did you have this teacher? \_\_\_\_\_

Intended Major: \_\_\_\_\_ Career Interest \_\_\_\_\_

1. Describe an academic experience in my class that has been a highlight for you (a paper, a project, a book, etc.). What were some of your favorite topics in class?

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2. Describe what you learned about yourself personally and/or as a student in my class:

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3. Tell about a favorite memory or proudest moment from this class:

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4. Explain what aspect(s) of this class was/were most challenging:

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5. Describe a specific moment or experience in class that forced you to stretch your work habits and/or abilities:

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6. How did you grow personally and academically as a result of taking this class?

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7. List six words that you, your family, or your friends would use to describe you.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**TEACHERS:**

This form was designed to assist you in writing a student letter of recommendation. The primary objective and basis for your letter should revolve around the direct contact that you have had with the student. The main purpose of the teacher recommendation letter is to give a snapshot of the student's participation in your class, his/her interest in learning, level of achievement relative to other students, and their overall academic ability compared to other students over the years.

Please include as many examples as possible, of anecdotal statements and your thoughts on the student's personality traits, motivation, creativity, self-discipline, leadership, self-confidence, independence, personal initiative, emotional maturity, respect of peers, personal responsibility, class participation, organizational skills, and seriousness of purpose, academic achievement, school involvement, and potential for academic growth. Also, include significant challenges, which the student may have faced and overcome within your class.