

## TEACHER RECOMMENDATION REQUEST FORM

Dear \_\_\_\_\_

I would like to request that you write a college admissions letter of recommendation on my behalf. In the fall, you will need to fill out a teacher evaluation form. When you have completed both my letter and the form, please upload these to the Naviance Program, and send them electronically to Mrs. O'Hearn. She will then transmit all materials to the colleges to which I am applying. Thank you.

NAME \_\_\_\_\_ HR' \_\_\_\_\_

1. List the courses that you have taken with this teacher. What was your grade? What comments were often used by your teacher on your interim/report card?

2. What are you thinking of studying in college?

3. Are you considering applying early action/early decision and what is your earliest deadline?

4. What colleges are you currently considering?

5. What work (projects, aspect of study, papers) have you done for this teacher that have given you the most pride? Why?

6. What major concepts of this teacher's course interested you the most? Why?

**7. How are your strengths and contributions different than those of your classmates?**

**8. List two or three adjectives that describe your performance in this teacher's class. Please support your descriptive words with factual examples.**

**9. Is there anything more that you would like to tell this teacher about yourself that may assist him/her with your recommendation? Use the back of this paper if necessary.**