

RHS Teacher Recommendation Packet

For requesting a TEACHER letter of recommendation

All sections must be complete before submitting this packet to your teacher.

Student name _____

Email _____ Date submitted _____

Intended college majors or areas of study

Colleges you have selected for application:

SCHOOL NAME	DUE DATE	PORTAL (Common app, Coalition app, etc.)	Teacher Letter required? y/n

Common Application requests – It is the student’s responsibility to invite your teacher using their accurate district email address.

Please answer the questions below on a separate sheet of paper. Remember, details help the teacher write a more complete letter!

1. Which class or classes have you taken from this teacher?
2. What year or years?
3. What did you enjoy most about the class or classes? What was a lesson/project/lab/essay/etc. that really resonated with you?
4. What was a challenge or challenges that you faced?
5. Did you find connections with other classes to what you studied in this class?

Teachers may request additional information – please ask them for their preferences.

Important information:

- You must submit your packets to your teachers no later than 2-3 weeks prior to your first deadline.
- For schools requiring paper copies of letters of recommendation, please submit envelopes with the correct postage and mailing address (your teacher will fill in the return address).
- Please attach all requested paperwork
- Please sign release on the back of this form.

I, _____, give my teacher
_____, permission to disclose information regarding my academics
and progress while at Redmond High School as part of the letter of recommendation process. I waive
my rights to review the completed recommendations written. I understand that this letter will be sent
directly to the colleges, scholarships, or other programs either through secure online sites, email or
sealed envelopes. These letters will be kept confidential per the Family Education Rights and Privacy Act
(FERPA).

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____