



## Request for Teacher Recommendation

**TO THE STUDENT:** Please follow these instructions when requesting a letter of recommendation from a teacher.

1. Complete this request form including the student profile information on the reverse of this sheet for **each** recommendation you request.
2. Ask your teacher if he/she is willing and able to complete a recommendation for you **at least four weeks prior to the college/university's deadline**. If the college has a "rolling" admission policy, make your request four weeks prior to the time you wish for the recommendation to be submitted.
3. When you ask your teacher for a recommendation, give him/her this completed **profile sheet**, the **college-specific recommendation form** (if applicable) and a **stamped envelope addressed to the college/university admission office**.

NOTES: \*If the college does not provide a recommendation form, please note that for the teacher. \*Do NOT put your return address on the envelope!

4. Provide your recommender with a copy of your Senior Brag Sheet and/or Senior Resume.

Student's Name: \_\_\_\_\_

College(s): \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Course(s) Taught: \_\_\_\_\_

Recommendation Due Date: \_\_\_\_\_ Date Turned in to Teacher: \_\_\_\_\_

**TO THE TEACHER:** Please keep this form in your files when you have completed and mailed the recommendation.

Date Recommendation Sent: \_\_\_\_\_

# Teacher Recommendation Profile Sheet

Student's Name: \_\_\_\_\_

1. What was your favorite unit in the class? Why?

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2. Describe a project or special assignment you completed for the class, if applicable.

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3. Please list all activities in which you are involved (such as extracurricular activities, sports, clubs, a research or creative project, job, volunteering, etc.) outside of class time.

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4. Describe how you have applied what you learned in this course to another situation (such as an extracurricular activity, a research or creative project, a social situation, another class, etc.).

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