GVHS Request for Letter of Recommendation for Colleges or Scholarships

TEACHER FORM

The information provided on this form will be used by your teacher to write the recommendation(s) you need for your college or scholarship applications. Please fill it out completely and as accurately as possible.

Full Name:	Teacher's Name:
Email:	Birth Date:

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA) you WILL have access to your recommendation after you matriculate UNLESS at least one of the following is true:
1. The institution does not save recommendations post-matriculation.
2. You waive your right to access below, regardless of the institution to which it was sent:

☐ Yes, I **do** waive my right to access, and I understand I will never see this recommendation.

☐ No, I **do not** waive my right to access and may someday choose to review this recommendation if the institution at which I am enrolling saves it after I matriculate.

Signature:	*Date:*

A. **What colleges are you considering? Please list in order of preference.**

1.	**6.**
2.	**7.**
3.	**8.**
4.	**9.**
5.	**10.**

B. **Do you plan to submit applications before October 15th?** ☐**YES** ☐**NO**

C. **What is your cumulative GPA (Grade Point Average – can be found on your report card)?**

D. **What college major(s) or areas of study are you considering and why?** *(Teachers, please note these majors are being considered and not yet declared. They are subject to change.)*

E. **What three strengths and/or traits of yours as a student would you like to come through in your recommendation? Please give an example from my class to illustrate each of the traits you list.**

TRAIT 1:
TRAIT 2:

TRAIT 3:

F. **Is there a particular moment that stands out about your class participation? For instance, when did the conversation hinge on an insight you provided? When were you able to address a topic that nobody else could? When you were so amusing that we all laughed at your insight/humor? Specific antidotes make for excellent recommendation letters, be as specific as possible.**

G. **Most colleges specifically ask teachers to address three questions. Answer each question below according to how you hope I will address the question in the recommendation. When possible, <u>give specific examples</u>.**

a. How do you handle adversity, deal with pressure, respond to setbacks and disappointments, or react to teacher criticism?

b. How do you display classroom leadership?

c. How do you contribute to the classroom?

H. **Please list extracurricular activities and interests. This includes employment, hobbies, clubs, volunteering, etc. Highlight those activities related to possible majors or areas of study in college. Please provide leadership positions.**

Please ask the teacher if additional information is required.