

Student's Name: _____

ID # _____

School Counselor: _____

Request for Teacher Recommendation Form

Step 1: Complete this required form.

Step 2: Make an appointment with the recommendation writer to discuss the letter.

Step 3: Give at least 10 days for the writer to write the letter

Step 4: Send a thank you note to the writer.

College Plans:

Colleges you plan to apply to:	What appeals to you about each of these schools?

Personal Information:

1. Have you formulated a career choice or college major at this time? If yes, what is it? If not, what are your thoughts on a career decision?

2. Courses taken with this person, what year(s), and grades in the course.

3. Describe a memorable experience from this class (project, unit, lesson, lab ect.)

4. Describe a special memory from that class that your teacher may remember.

5. As a student, what are your (a) greatest strengths and (b) areas for improvement?
 - a.

 - b.

6. Describe any activities in which you participated in high school. Did you hold a leadership role in any of these activities? Which activity has been the most significant for you? Why? (Please provide details such as hours worked, or positions held, something that you've done)

On a Scale of 1 (low) to 10 (high), please rate yourself on the following:

Characteristic	Rating
Academic Motivation	
Concern for others	
Creativity	
Energy	
Leadership	
Maturity	
Reaction to setbacks	
Self-Discipline	
Self-Confidence	
Sense of Humor	