

Teacher Recommendation Request Form 2021-22

Student name: _____

After careful thought and consideration, I would like to ask you to write a recommendation for my college applications.

I am asking you to write for me because:

STUDENTS, this teacher taught you in what course(s)? _____

To help you frame your thinking as you write for me, I am interested in studying: _____

My highest ACT score is _____ and my GPA is _____. I have taken _____ AP, Honors or Dual Enrollment courses.

I know I am required to share a draft of my résumé for your reference. For a quick glance, my top 5 achievement(s), activity(s) and/or group(s) from high school are:

- 1.
- 2.
- 3.
- 4.
- 5.

Although I have not finalized my list, to help you frame your writing for me, I am currently **most** interested in the following colleges:

SCHOOL _____	SCHOOL _____
SCHOOL _____	SCHOOL _____
SCHOOL _____	SCHOOL _____

THERE IS ANOTHER SIDE TO THIS FORM!

TEACHERS:

All recommendation materials must be completed by **two weeks** within receiving this form. This form was received on _____.

STUDENTS:

To guard the integrity of your teacher's recommendations to colleges and scholarship programs and so that readers of your recommendations know that the recommendations are influenced only by your teachers' interactions with and observations of you, you will not be permitted to have access to your recommendations.

I UNDERSTAND THAT I AM WAIVING MY RIGHT TO REVIEW THIS RECOMMENDATION. Student Initial here: _____

I am also asking _____ and _____ to write a letter.

METHOD OF DELIVERY:

- Uploaded to Naviance to use for Admissions
- In a sealed envelope to use for scholarship applications
- Emailed to _____ for _____
- Other: _____

Thank you for your willingness to assist in my college application process. I appreciate the time you will spend crafting my letter of recommendation.

Student's name _____ Date _____

Student's signature _____ Date _____

Teacher's name _____ Date _____

Teacher's signature _____ Date _____