Request for Recommendation

Please allow 2 weeks for each person writing a recommendation to complete their letters.

Student’s Name: ___________________________  Cumulative GPA: __________
Date recommendation is due: ___________________________

Person to whom the letter should be addressed: ___________________________
Name and address or institution or organization: ___________________________

Should this letter be mailed or returned to you? (If it is to be mailed, please provide a stamped and addressed business envelope to the person writing the letter of recommendation.)

________________________________________________________________________

Awards and honors in high school:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Clubs and Activities (include the year of participation and any offices held):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Athletics, Music, Drama:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Employment (include hours worked per week):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any circumstances you would like addressed in this letter?
________________________________________________________________________
________________________________________________________________________

Focus of the letter (i.e. academic ability, leadership, etc.):
________________________________________________________________________

Tip: Complete this form once and then copy it for each recommendation needed.
Teacher Recommendation Request Form

This form must be submitted to the teacher at least 2 weeks prior to the due date for recommendation.

1. List courses taken with this teacher and semester grades:

2. List academic accomplishments in this/these subject(s). Tell what you gained from the course, including class work, outside reading or research, research papers, projects, independent study.

3. Tell us about your personal development and growth gained as a result of the course.

4. Tell about a specific highlight from the course – memorable topic, essay, presentation project.

5. List major areas of interest or college and career goals.