

Request for Teacher Recommendation

Give this sheet and information to your teacher **AT LEAST 2 WEEKS** before the teacher must submit the recommendation.

Full Name _____

Date of Birth _____

Please complete this form as neatly as possible. Your teachers will be able to write a better and more persuasive recommendation for you if you include **specific information** which jars their memory and reminds them of important and interesting essays, activities, assignments, etc. that you completed in their class.

List each recommendation you need and the due date.

Name College or Scholarship	Due Date

Teacher's Name _____

Class _____

List the courses taken with this teacher:

Name the 3 best assignments/papers/activities that you completed while in this teacher's class. For each assignment, (a) give specific information about what you learned from the activity, (b) list positive comments the teacher wrote or said about the assignment, (c) explain what you learned from the assignment and why you think it was one of your best assignments.

Assignment 1

Assignment 2

Assignment 3

List your three most important traits which you hope the teacher will address in their letter of recommendation. Give an example from their class to illustrate each of the traits you list.

Trait 1

Trait 2

Trait 3

Most colleges specifically ask teachers to address three questions. Answer each question below according to how you hope the teacher will address the question in the recommendation. When possible, give specific examples.

1. **How do you handle adversity, deal with pressure, or react to teacher criticism?**

2. **How do you display classroom leadership?**

3. **How do you contribute to the classroom?**