

Teacher Recommendation Form for Colleges & Scholarships

Name: _____ Date of Birth: _____

Teacher: _____ Today's Date*: _____

***Please note:** Teachers should be given a *MINIMUM* of three weeks to complete a letter of recommendation!

I am applying to the following colleges that require a letter of recommendation:

<u>Name of College:</u>	<u>Application Deadline:</u>	<u>Common App (y/n)</u>	<u>Stamped Envelope (y/n)</u>
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

If the colleges to which you are applying provide a Teacher Evaluation Form please attach said forms and check the appropriate box(s) above. For each school listed above, you **MUST** also provide your teacher with a stamped, addressed, business-size envelope. *(HINT: If you've used the Common Application to apply to schools, you must print out the "Teacher Evaluation Form", complete the top portion, sign your name, and give the form to your teacher **in addition to this form**).* If a school has the option for the teacher to complete the form online, ask your teacher if they would prefer to submit it online or in paper form.

Student: Please provide detailed answers to the following questions:

For what class(es) did you have this teacher? _____ Grade Earned: _____

How do you expect this teacher will describe you as a student in their classroom?

Describe three assignments you completed for this class and give details about your learning experience.

Give three characteristics of yourself within the context of this class. What were your strengths?
Weaknesses?

It may also be helpful for your teachers to know what other interests, commitments, and responsibilities you have in your life. Please list ONLY the MOST meaningful and/or time consuming activities below, along with any details that you feel are important.

I give the above teacher permission to write a letter of recommendation on my behalf and understand that I will NOT have access to review a copy of this letter at any time in the future.

Student Signature: _____ ***Date:*** _____

In case your teacher has any further questions or would like to schedule an appointment with you, please let them know where you can be found during the school day:

Study Hall: _____
(period(s) & room(s))

TEACHERS:

Please know that your letters of recommendation are an integral part of a student's application. Your letters DO matter. They are NOT a waste of your time. They WILL be read carefully. All of the time and energy you're putting towards the letters can significantly help a student through the application review process. Because you see students every day and can attest to their scholastic readiness for the rigors of a collegiate curriculum, highly selective institutions, in addition to all schools that holistically review applications, seriously take into consideration what you have to say. ***Your letter will be most beneficial to the student in the application review process if it addresses the following:***

- How long have you known the student and in what capacity?
- How did the student perform in your classroom?
- Is there some aspect of the student that is special? For example:
 - a. Are they one of your highest achievers?
 - b. Describe their work ethic.
 - c. Are they proactive about getting help from you outside of class as needed?
 - d. Do they drive classroom discussions? How well do they participate?
 - e. Are they copious note-takers?
 - f. Are they passionate about the subject matter?
 - g. Is there a specific project or paper they completed that caught your eye?
 - h. Have you seen them progress in positive ways as a student?
 - i. Are they well prepared for college? What makes them well prepared?
 - j. Is this student respected by our faculty?
- ***Please keep in mind that you don't have to write about all of these and that anecdotal letters are extremely helpful to college admission officers.***