

REQUEST FOR TEACHER LETTER OF RECOMMENDATION

(Please speak to your recommender in person **FIRST** before giving them this form)

Dear (teacher):

Thank you for agreeing to write a letter of recommendation in support of my college applications.

I will submit the teacher request on Naviance within 48 hours of giving you this form. The colleges I am applying to can be found on your Naviance Teacher Desk. Please upload and submit your letter through Naviance.

Student Name: _____

Student email: _____

Intended Major: _____

Early Decision, Early Action, Regular Decision: _____

First application deadline date: _____

On the back of this form I have included /attached additional information about me to help with writing the letter of recommendation.

Thank you,

Student Name: _____

STUDENTS:

List the name of the course(s) you took with this teacher, including the grade you were in when you took the course:

Describe why you have chosen this teacher to write a letter of recommendation for you:

Describe a lesson or unit in the class, project you worked on that you enjoyed and why:

List two or three of your attributes and why:

(examples: Academic achievement, intellectual promise, quality of writing, creative and original thought, productive class discussion, respect accorded by faculty, disciplined work habits, maturity, motivation, leadership, integrity, reaction to setbacks, concern for others, self confidence, initiative, and Independence.)

Use this space to share any additional information with your teacher. Is there anything not already stated that you want to make sure they know prior to writing your letter of recommendation? You may attach additional information.

TEACHERS: The following guidelines have been suggested by college admissions for teacher letters of recommendation:

- Provide information about the student in the context of your classroom. You have firsthand knowledge of the student's intellectual curiosity, creative thought, and writing ability. You can also contextualize a student's effort and work habits. Use examples and anecdotes to illustrate these skills and personal qualities.
- Provide a brief overview of the course (framework of course, topics covered, reading lists, average grade, grade range, your teaching style).
- Don't worry about the length of the letter; focus on quality of information versus quantity.
- Avoid recapping a student's resume. This is already part of their college application.

Thank you for taking the time to write this recommendation. Your thoughts, comments, and observations are a very valuable part of this college admissions process.