

TEACHER RECOMMENDATION REQUEST FORM

Student Name:

Date Submitted to Teacher:

Please check all countries to which you will submit applications:

US__ UK__ DE__ Other_____

Directions to Students:

- Fill out this form to request a recommendation letter from a teacher. *Please remember that teachers are not required to write letters of recommendation and may decline to write a letter for any reason.*
- Please give teachers this form at least one month before you will need the letter.
- Do not ask more than two teachers for recommendation letters. Most universities require or prefer letters from 11th or 12th grade core subject teachers; please check with your specific university program for exceptions.
- To save paper you are encouraged to type your answers and email this form to the teacher.

Directions to Teachers:

- This form is to help you write recommendation letters for this student. You are free to include or omit any information on this form.
- You are not required to write a letter for a student and may decline for any reason. including: the student did not turn in this form or give you enough notice, or if you feel you cannot write positively.
- Please forward your letter via email to both Ms. Mack and Ms. Posillico when complete (Note: send as a word doc so letterhead can be added). For UK schools, we will quote all recommendations in a single letter. If the student is ONLY applying to UK schools, one strong paragraph will suffice.

Students: Please answer the following questions as thoroughly as possible.

1. Which classes did you take/are you taking with me?
2. Who else are you asking for a recommendation letter?
3. Discuss a specific time, story, project, assignment, or presentation that you found meaningful from our class.
4. How do you think you interacted with your peers in our class?

5. What was your greatest struggle in class? How did you handle the problem?

6. What do you enjoy about the class or subject area? Which topics did you prefer from class? Have you done any reading or research in the subject area beyond class requirements? If so, describe.

7. Describe your involvement in activities, sports, and/or community service (both in and out of school). Please also indicate if you work. Please indicate your years of involvement, hours per week, and leadership/role in each activity.

8. To which universities are you applying? Please list all schools as well as your EARLIEST deadline. If you have not finalized your choices, feel free to note that here.

9. What are your academic &/or professional goals?

10. Is there anything else you would like me to share about you in your recommendation letter? Use the space below to include **any** information that could be helpful in preparing your letter.