

REQUEST FOR A TEACHER LETTER OF RECOMMENDATION FOR COLLEGE ADMISSION OR SCHOLARSHIP

Note to students: You must speak with the faculty member and request the letter of recommendation in person. If the faculty member agrees to write the letter, give him/her this form. Check all items that apply to your request.

Today's Date: _____ Date recommendation needed: _____

Dear _____ (teacher/administrator/coach/staff)

Please write a general letter of recommendation on my behalf to the colleges, scholarships, or other programs listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation. I understand that this recommendation will be forwarded to the college or scholarship program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of this letter.

Thank you,

_____ student signature

_____ print your name

I am applying to/ for _____
Name of college or scholarship

The letter should be addressed to: Name _____
(required for all requests)

Title _____

Address _____

Please handle my recommendation as follows:

___ Give to Mrs. Custer

___ Upload to Naviance

___ E-mail to _____

Note to students: The following information is optional but the information may help your teacher in writing your recommendation.

My GPA as of _____ is _____
(date)

My ACT scores: English _____ Math _____ Reading _____ Science _____ Composite _____

My SAT scores: Critical Reading _____ Math _____ Writing _____

A short “statement of purpose” that outlines the sort of college you hope to attend and why you think that sort of college would be best for you.

You may also attach a copy of your resume.