**Teacher Recommendation Request For College Admission or Scholarship**

Student Name: Today’s Date:

Student date of Birth:

Email Address:

Phone number (in case of questions):

Teacher’s name:

Class(es) taken with this teacher:

**Thank you for agreeing to write this letter of recommendation for me. I asked you because I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. The information below may be helpful to you as you write the recommendation.**

1. I think my academic strengths are…..

A.

B.

C.

1. I think my personal strengths are…..

A.

B.

C.

1. I am considering the following college majors. I am considering them because…..
2. Name of Major:

Because:

1. Name of Major:

Because:

1. Name of Major:

Because:

1. These are some of the things I want the college admissions and/or scholarship committee to know about me …..
2. The specific things that I hope you will discuss in this letter are …..

A.

B.

C.

1. What I remember most about being in your class is …..
2. Any Additional information that might be helpful …..

*(Note to students: you may attach a resume, but remember that teacher recommendations need to focus on you* ***as a student in this teacher’s classroom, not about your extracurriculars. That’s for your counselor to write about)***

These are the colleges and/or scholarships that I am applying to. If they require any cover sheet, I am attaching it here.

If the college is a part of the Common Application, it will send you an email telling you to upload the letter on Naviance (as well as a very short questionnaire). If it needs to be mailed, I will give you an addressed envelope with a stamp.

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| **NAME OF COLLEGE OR SCHOLARSHIP** | **OFFICIAL DEADLINE (I HAVE NOTED WHETHER THE DATE IS BY POSTMARK OR RECEIVED BY)** |
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**Again, thank you. I know this is a big time commitment, and I appreciate your help.**