



Tom Glenn High School

1320 Collaborative Way

Leander, TX 78641

Ph: 512-570-1400

Received Date: _____

Earliest Application Deadline: _____

Request for a Teacher Letter of Recommendation

Student Name (as you want to appear on letter): _____

Teacher Name: _____ Today's Date: _____

Student ID number: _____

Information for Teacher Recommendation

- ★ Complete this form and give it to your teacher at least 3 weeks before the college or scholarship deadline
- ★ Common Application teacher letters of recommendation will be sent electronically. If you are applying to schools that do not use the Common Application or another electronic upload system, you must provide stamped and addressed envelopes. Address the envelope to the college/scholarship and use the GHS address above for the return address.
- ★ You may also consider providing your teacher with a copy of your resume and/or print out of your GHS Student Brag Sheet so they can create the best letter for you.
- ★ Return this form in person to your teacher or attach in an email.
- ★ Students, please make sure you also follow up with a "thank you" as these letters take time and effort.

Name of College/Scholarship	Electronic Submission? (Includes Common App)	College Application Deadline	If not electronic submission, envelope attached?
	YES NO		YES NO
	YES NO		YES NO
	YES NO		YES NO
	YES NO		YES NO

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1. I think my academic strengths are...

- a. _____
- b. _____
- c. _____

2. I think my personal strengths are...

- a. _____
- b. _____
- c. _____

3. I am considering the following college majors because...

- a. _____
- b. _____
- c. _____

4. I am involved in the following extra curricular activities...

- a. _____
- b. _____
- c. _____

5. Things I would like the college admissions/scholarship committee to know about me...

- a. _____
- b. _____
- c. _____

6. The specific things I hope you will discuss in the letter...

- a. _____
- b. _____
- c. _____

7. What I remember most about your class...

- a. _____
- b. _____
- c. _____

8. Additional information that might be helpful...
