

THE RENAISSANCE CHARTER SCHOOL
TEACHER RECOMMENDATION FORM

Instructions

- ☐ Carefully consider teachers from whom you will request letters.
- ☐ Ask the teacher personally to please write you the letter.
- ☐ If the teacher agrees:
 - ☐ Make a copy of this form.
 - ☐ Name it LastName.FirstName.LetterofRecRequest
 - ☐ Answer the questions below.
 - ☐ Send the teacher an email thanking them for agreeing to write the letter.
 - ☐ Attach this form to the email-provide very specific information.
 - ☐ Copy Ana and Gavriella on the email gavriellaarias@rencharter.org, and fahadrumi@rencharter.org.
- ☐ Review, fill out, and sign [the FERPA Rights of Access to Letters of Recommendation](#).

Name of Student: _____

- ☐ I have submitted the FERPA Rights of Access to Letters of Recommendation Form to the College and Career Office,
 - ☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
 - ☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

Please answer the following questions so that your teachers are better able to write you a letter of recommendation. The more specific the details you can give, the more personal and effective your recommendation will be.

- ☐ Teacher: _____
- ☐ Class taken/when: _____
- ☐ Most recent grade: _____
- ☐ What did you enjoy most, in general, about this class?
- ☐ What was the most challenging part of this class? How did you tackle the challenge?
- ☐ What was one assignment or project you really enjoyed and learned from?
 - ☐ What was exciting/interesting about it?
 - ☐ What did you learn that you can use in other classes or other areas of your life?
- ☐ In your opinion, what did you contribute to the class?
 - ☐ Did you participate in a positive manner? Please explain by giving specific examples.
 - ☐ How did you demonstrate leadership or teamwork skills?

- ☐ List three adjectives that you think best describe you and explain why you chose them.
- ☐ What career do you hope to pursue? Why?
- ☐ If you are not sure about what career you want to pursue, please write about which areas of study interest you.
- ☐ Please include any information you would like to share that would be helpful in writing this letter.