

LELAND HIGH SCHOOL
TEACHER LETTER OF RECOMMENDATION PACKET
CLASS OF 2026

FERPA & COMMON APP MATCHING DISCLAIMER

Under the Family Educational Rights and Privacy Act (FERPA), students have a right to see their academic file, which includes letters of recommendation. Colleges ask you to waive this right to keep recommendations confidential. Leland requires you to waive your rights if you want your recommender to complete the letter of recommendation process.

Once **FERPA** is waived, you can invite **ALL** teacher recommenders via **Common Application**.

Teacher Letter of Recommendation Packet Checklist

I have asked a teacher(s) **in person** if they are willing to write me a letter of recommendation & have gotten their approval

My teacher recommenders have known me for at least 1 full school year (preferably)

I have filled out a packet for **each** of my teacher recommender(s)

My packet is typed, printed, and stapled (**with my transcript attached**)

I have requested my teacher recommender(s) on Common Application using their SJUSD email

BEGIN PRINTING AT PAGE 2 OF DOCUMENT
DO NOT PRINT PAGE 1 OF DOCUMENT

TEACHER LETTER OF RECOMMENDATION

Cover Sheet

Student's Full Legal Name:	
Student's Preferred Name:	
Student ID Number:	
Student's Personal Email: <i>(not SJUSD email)</i>	

Academic Integrity

Have you ever been in violation of the academic integrity policy at Leland?

This includes cheating violations, recording classes, sharing private class assessments, or using resources not permitted by teachers.

Yes No

I understand that recommendations are confidential and dependent on the accuracy of student information. If I am found to be in violation of the school's academic integrity policy as determined by the administration, my recommenders have the right to rescind my recommendation.

By signing below, both the parent and the student acknowledge their understanding of this statement.

Student Signature:

Date:

Parent Signature:

Date:

Indicate your first application deadline:

(Excluding UC/CSU deadline)

MM/DD/YYYY

COLLEGE LIST

List all schools that require a teacher letter of recommendation

College Name	Intended Major <i>If undecided, write N/A</i>	Deadline <i>List the actual deadline, not your preferred deadline!</i>	Deadline Type <i>Choose from the dropdown below</i>	Submission Method <i>Choose from the dropdown below</i>
Ex: Sample University	Business	Nov 1, 2025	Early Action -	Common Application -
		Date	Select -	Select -
		Date	Select -	Select -
		Date	Select -	Select -
		Date	Select -	Select -

TEACHER RECOMMENDATION QUESTIONNAIRE

Type directly into the document

Teacher's Full Name:		
Class(es) taken with the teacher:		
Class grade:	Fall: <input type="text" value="Select"/>	Spring: <input type="text" value="Select"/>
AP exam score (if applicable):		

Directions: Please answer the following questions for **each** teacher who is writing you a letter of recommendation.

Note: Ask your teacher if they want any additional information (resume, etc.)

Q1: Why are you asking this instructor to write your recommendation?

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Q2: Which three adjectives best describe you as a person?

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Q3: Please describe the best piece of work (paper, lab report, presentation, project, etc) that you did in this class.

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Q4: What did you enjoy most about this class? Why? Consider readings, projects, discussions, etc.

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Q5: What was your proudest moment in this class? Why?

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Q6: Describe the experience or moment that challenged you most in this class and how you have grown as a result of taking this course.

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Q7: How has this class prepared you for college? What skills have you developed?

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Q8: What aspect of this subject/class do you feel connects to real-world experiences?

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Q9: What is one thing you do outside of the classroom that you are most proud of? Why?

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Q10: Are there any special circumstances that would be beneficial for your recommender to know? Please know that we may share this information in our recommendation.

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Q11: Select any two areas from the CHARGE matrix and describe how you have demonstrated these characteristics in my class. Please provide details.

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		<u>At School</u> Common Areas Athletic & School Events	<u>During Class</u> Instruction	<u>In Communication</u> Students - Parents - Staff
C	Community	Build relationships and help others Participate in school events Once a Charger, Always a Charger	Contribute to a positive learning environment	Build positive relationships Demonstrate Charger spirit Recognize peers' contributions
H	Honesty	Act with integrity	Turn in your own work Maintain academic authenticity	Speak truthfully with respect
A	Acceptance	Demonstrate good sportsmanship Be inclusive Be kind to yourself	Work collaboratively Allow others to share their perspectives	Accept different opinions and outcomes
R	Respect	Take care of the campus Be considerate of others Be courteous on campus	Follow classroom expectations and rules Be respectful to your peers and teachers	Use manners and appropriate language Treat others with respect
G	Grit	Persevere through challenges	Seek opportunities for growth Grow from mistakes Get out of your comfort zone	Embrace compromise
E	Empathy	Appreciate that everyone has strengths and challenges	Support others' learning	Relate to others' experiences and challenges Acknowledge others' feelings

Optional: Is this teacher's subject area connected to a major or program of interest? If yes, explain.

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