



Request Form for Teacher Letter of Recommendation

Student Name: _____

Letter of Recommendation Requested of which Teacher: _____

Due Date for Letter of Recommendation: _____

Has the letter been requested through Naviance? Yes or No

(Must be requested in Naviance if it is for a college application.)

Is this for a College Application or Scholarship Application? _____

If it is for a **College** Application, it will be a general letter sent through Naviance.

If it is for a **Scholarship** Application, please answer these questions:

- Who should this letter be addressed to: _____
- Address: _____

- Website: _____
- Fax Number: _____
- Email Address: _____

Student Instructions:

- Thoughtfully fill out the questions on the back side of this paper. **The more effort you put into this request, the better your teacher's letter will be!**
- Find a good time to ask your teacher IN PERSON if he or she would be willing to write you a recommendation. Make sure to ask 30 days before the due date.
- Give the teacher THIS form on paper and a High School Activities Resume. Ask the teacher if he or she would like you to email it to them.
- Ask your teacher if they would like any further information from you.
- You **MUST** also make your request through Naviance if it is for a college application.
- Check back with the teacher a week before it is due.
- Send your teacher a Thank You Note for taking the time to write your letter.

Please fill out thoroughly. These answers should go beyond your resume and transcript and help the teacher better describe your intangible characteristics.

1. What five adjectives best describe you? Give an example of **why** one or two of those words came to mind.
2. What are some of your long-term academic goals and what do you intend to study? What has sparked this interest?
3. Do you participate in clubs, sports, music, or organizations at school or in the community? Share one or two things about these activities that have made a difference in your life.
4. Have you had any experience in a leadership position? Give an example of a time you had to go out of your comfort zone as a leader.
5. Remind your teacher of a few of your best moments in class together to help him or her tell a better story.

