



## Teacher Letter of Recommendation Request Form

Student Name \_\_\_\_\_

Possible College Major(s):

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Colleges to which you plan to apply for admission:

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Date form given to teacher: \_\_\_\_\_

Teacher name: \_\_\_\_\_

- 1. Which topics, projects or experiences did you particularly enjoy in the classes you took with this teacher?**

2. **Which qualities about your performance in this class do you hope the teacher will mention in your letter?** (i.e. work ethic, ability to understand difficult concepts, willingness to ask for help, etc.)

**Student:** Be sure to give your teacher at least six weeks' advance notice to write a letter. Make sure to attach a resume or list of all extracurricular activities you have been involved with in high school. Failure to do so could delay your application process or result in a teacher being unable to complete your request. Once a teacher **has agreed** to provide a letter, you must then complete the request in Naviance. Remember that teachers are not obligated to write letters so please show gratitude and humility when asking