



Letter of Recommendation Request Form

Name: _____ Date: _____

Date letter needed by: _____

- A. Not all colleges require letters of recommendations. Student who are on the bubble of meeting school requirements (ACT score, GPA, or class ranking is slightly below recommended) are encouraged to get *no more than 2* teacher letters of recommendations from teachers in the core areas of English, math, science, or history. A letter of recommendation from a teacher in another area is encouraged if a student will study that particular area (global language, art, business, band, or sports coach).
- B. Students should fill out this request form & the self-assessment form and give to a teacher or counselor when requesting a letter of recommendation. Please allow 3 weeks for a letter to be written.
- Ask teacher for a time to discuss your request
 - Give the completed form to your teacher / counselor
 - Follow up with teacher as you finish your application and your deadlines approach
 - Request teacher letter of recommendations through Naviance
 - Thank your teacher/ counselor for their work!

Please complete:

1. Teacher Name: _____

-Class/classes you have taken with this teacher: _____

What knowledge or skill did you gain from this course?

-What area of the course was the most challenging? How did you overcome it?

2. This is a letter of recommendation for (check box):

Admission

Scholarship

3. If scholarship: please indicate the qualities the scholarship is looking for.

4. Do you want a general letter to admissions or do you need a letter written to a specific school?

General

Specific: If specific please list the name(s) of school(s).

Cumulative GPA	ACT/SAT Scores	AP Tests & Scores	Rank



Student Self-Assessment

This form assists your teacher in writing your recommendation letters and in providing information about you to your selected schools. The more specific details you can give, the more thorough your college recommendation will be.

1	School activities: List the activities (in and out of school) in which you have participated, the number of years and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service and leadership positions. (You could also include a list that you previously developed).	
2	Which activity(s) was most important to you? Why?	
3	What high school courses/experiences have had the biggest impact on you and why? How have you grown or changed since freshman year?	
4	In or out of school, which awards and honors have you received? Which elected offices have you held?	
5	Describe the academic accomplishment (major paper, science experiment and/or artistic project) you are most proud of, and tell why you take pride in it.	
6	What do you hope to accomplish in college and after? Consider your career goals and your broader goals. What is your intended major?	
7	What special characteristics would you like to be stressed in your letter of recommendation?	
8	Colleges want to know why you are a good “fit” for their school. Tell me what opportunities/clubs/activities etc. that you plan to take advantage of at the schools you are applying to. If it is different for each school be sure to indicate that.	
9	Talk about an academic or personal obstacle that you have overcome in the last four years. How did you overcome it? What did you learn about yourself through this experience?	
10	If you feel comfortable sharing, please describe any difficult challenges or circumstances that have impacted you while in high school.	
11	Indicate any additional information that you want emphasized in your letter.	