



**2005 US Hwy 41 S
Perry, GA 31069**

TEACHER RECOMMENDATION REQUEST FORM

Student Name _____ Date Submitted to Teacher _____

Directions to Students:

Spring of Junior Year/Fall of Senior Year

- Fill out this form to request a recommendation letter from a teacher. Do not interrupt the teacher during class to ask for a letter or ask quickly in passing. Instead, please see the teacher before or after school or at another time when you know he or she will be free.

Please remember that teachers are not required to write letters of recommendation and may decline to write a letter for any reason.

- If the teacher accepts your request, give the teacher this form filled out completely.
- Send them an official request online via the platform that the college uses (Common Application, school specific online/paper form) **after** you have applied to a college.
- If the college requires documents be submitted through the mail, please provide the teacher with postage and an addressed envelope.

Directions to Teachers:

- This form is to help you write recommendation letters for this student. You are free to include or omit any information on this form.
- Although the student is asked to list his or her activities, *please do not repeat this list in the letter, as colleges will see this information elsewhere*. The list is intended to give you a sense of how involved the student is and which pursuits are meaningful and available to them.
- **Please remember you are not required to write a letter of recommendation for a student and may decline for any reason including**, the student did not do all of the aforementioned steps required.
- Please save your letter on your computer so that you can easily submit it online in the fall if required by the college; most colleges now request online submission.

Students: Please answer the following questions as thoroughly as possible.

1. Which classes did you take/are you taking with me?



2. Why did you ask me for a recommendation? What insight do you think I can offer?

3. Who else are you asking for a recommendation letter?

4. Discuss a specific time, story, project, assignment, or presentation that you remember about our class.

5. How do you think you interacted with your peers in our class?

6. What was your greatest struggle in class? How did you handle the problem?

7. What do you enjoy about the class or subject area? Which topics did you prefer from class? Have you done any reading or research in the subject area beyond class requirements? If so, describe.

8. Describe your involvement in activities, sports, and/or community service (both in and out of school). Please also indicate if you work. Please star (*) any activity or work experience you would like me to specifically mention. (Because you will list this information on your college application, teachers should not re-state your entire list of activities).

9. List the Colleges/Technical Schools to which you are considering applying.

10. What are your academic &/or professional goals?

11. Is there anything else you would like me to share about you in your recommendation letter?

Feel free to attach additional pages if you have further information that will guide me in writing your letter of recommendation.