

# Teacher Request for Letter of Recommendation

Teacher Name: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

## Make Sure to Do the Following

**\* On your Family Connection account, make your teacher selection by clicking “add” under “Teacher Recommendations” and selecting the teacher from the drop down menu.**

**\*Make sure your “Colleges I’m Applying To” list is accurate and up to date.**

**\*Make sure your Resume in Family Connection is complete.**

## Important Things to Remember

- Allow at least **TWO WEEKS** for your teacher to complete this recommendation.
- Attach this form to an email to your teacher asking them if they will write a letter for you.
- Select a teacher that can write about **YOUR ACADEMIC MERITS**.
- Please remember to write **THANK YOU NOTES** to your teachers.

<b>Private Colleges I am Applying to</b> (UC's and CSU do NOT require recommendations)	<b>Common App. School?</b> (yes/no)	<b>Application Deadline</b>

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

2. What was your proudest moment in this class? Why?

3. How have you grown as a result of taking this class?

4. What was the experience or moment that challenged you most in this class? Why?

5. Indicate an instance when you were a strong collaborator in a group project in this class.

6. How have you functioned as a leader in this class? Use examples.

7. Cite an instance when you were an effective communicator in this class.

In a writing assignment?

In an oral presentation?

8. In retrospect, what could you have done to make the class more meaningful to you?

**Note: Feel free to attach your activities resume in place of this.**

Arts and Athletics	9	10	11	12	Leadership, Honors, Awards, etc.

Community/Academic Activities/Services					Leadership, Honors, Awards, etc