

REQUEST FOR A TEACHER LETTER OF RECOMMENDATION FOR COLLEGE ADMISSION OR SCHOLARSHIP

Note to students: *You must speak with the faculty member and request the letter of recommendation in person.* If the faculty member agrees to write the letter, give him/her this form. Check all items that apply to your request.

TO: _____
TEACHER

FROM: _____
STUDENT

DATE: _____

I am/was enrolled in your _____ class.

Please write a general letter of recommendation on my behalf to the colleges, scholarships, or other programs listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation.

I understand that this recommendation will be forwarded to the college or scholarship program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of this letter.

My letter must be postmarked by the following deadline: _____
(Allow at least **three weeks** from the date of request to the deadline. List the date you want your documents to be sent by the instructor--not the final deadline set by the college or university).

You might also refer to my accomplishments outside of the classroom. Some highlights are listed below or are listed on the attached sheet.

IMPORTANT: Check the appropriate item below and list all destinations

____ Scholarships/other programs: Forward a printed copy of my letter to Mrs. Rigney for enclosure with transcript
____ Scholarships with electronic submission: Teacher will receive email request to send letter to the following:

____ Colleges using Common Application: Send electronic copy of *teacher evaluation form and letter* via Naviance eDocs to the following Common Application member colleges (list full and correct name of college, city, & state):

1. _____
2. _____
3. _____
4. _____
5. _____

____ Non Common Application Colleges: Send electronic copy of letter (no form) via Naviance eDocs to the following colleges for which student DID NOT use the Common Application (list full and correct name of college, city, & state):

1. _____
2. _____
3. _____
4. _____

____ College that does not accept electronic documents (forward printed copy of letter and form, if required, to Mrs. Rigney for enclosure with transcript). College destination is listed below (list full name of college, city & state)

1. _____