

**TEACHER  
LETTER OF  
RECOMMENDATION**

**STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION**

If you need a Letter of recommendation from your teacher for your college application, a scholarship program, or some other activity, you need to complete this form. Remember that the teacher writing your recommendation wants to do a good job for you, so it's important that you follow all directions on the following list.

**REQUIREMENTS FOR LETTER OF RECOMMENDATION**

- 1. **STUDENT:** Complete this Teacher Letter of Recommendation Form carefully and include as much information as possible. Use a separate piece of paper if necessary. The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your recommendor will appreciate the information and will be able to write a stronger letter for you.
  
- 2. **INCLUDE THE FOLLOWING:**
  - 1) The official recommendation form from the college.
  - 2) The essay from your college application.
  - 3) Provide a double stamped envelope with proper address. Be sure to put 2 stamps on envelope...extra postage will be required for the Secondary School Report form.

**Remember to thank the person writing your recommendation.**

**PERSONAL DATA SECTION (Please use a separate sheet of paper where necessary)**

Full Legal Name: \_\_\_\_\_ Soc.Sec. No: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Test Scores:** PSAT Verbal: \_\_\_\_\_ PSAT Math: \_\_\_\_\_ PSAT Writing: \_\_\_\_\_ SAT Verbal: \_\_\_\_\_  
SAT Math: \_\_\_\_\_ SAT Writing: \_\_\_\_\_ SAT II (1) \_\_\_\_\_; (2) \_\_\_\_\_; (3) \_\_\_\_\_

Please list the semester grades you received in this class: \_\_\_\_\_

List colleges where you are applying for admission: \_\_\_\_\_

What subjects are you considering for your college major? \_\_\_\_\_

What Career are you considering? \_\_\_\_\_

What experience have you had in this career field? \_\_\_\_\_

Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you. \_\_\_\_\_

## CLASS SPECIFIC SECTION

Course and dates you were enrolled in this class: \_\_\_\_\_

What was your favorite unit in the course and why? \_\_\_\_\_

What was your favorite project/paper in the course and why? \_\_\_\_\_

What was the most significant aspect/assignment of the class? \_\_\_\_\_

Briefly describe the topics/thesis for any major projects you can recall: \_\_\_\_\_

Briefly discuss your biggest challenge in the course: \_\_\_\_\_

Briefly discuss what you felt you learned the most in the course: \_\_\_\_\_

Did any aspect of this class lead you to explore concepts/ideas in other contexts? \_\_\_\_\_

Briefly describe your fondest memory of the course: \_\_\_\_\_

What do you view as your major contributions to this class? \_\_\_\_\_

Please note here any additional information that may be helpful in writing you Letter of Recommendation: \_\_\_\_\_

