

**TEACHER RECOMMENDATION REQUEST FORM**

**ATTACH YOUR RESUME TO THIS FORM**

TEACHER'S NAME: \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

COLLEGES THE RECOMMENDATION WILL BE SENT TO:

_____	_____
_____	_____
_____	_____

**TO BE COMPLETED BY THE STUDENT**

Date the letter needs to be postmarked: \_\_\_\_\_

Check one:

Teacher mails letter in stamped, envelope **provided by the student** \_\_\_\_\_

(You can get school envelopes from us)

Teacher submits letter to counselor \_\_\_\_\_

Teacher returns letter to the student \_\_\_\_\_

Other (Explain) \_\_\_\_\_

**\*To help your teacher get focused, briefly list some of the qualities you have that he or she has observed and might include in your reference. Include specific examples which this teacher personally witnessed demonstrating your abilities. You might also mention the special activities or projects in which you did well. Use the back of this page, if necessary.**