**Student Input for Teacher Recommendation**

***TO BE COMPLETED BY STUDENT AND TURNED IN TO TEACHER WHEN REQUESTING THEIR LETTER OF REC. During distance learning, please email teacher.***

**To the Student:**

When applying to college, Teacher Recommendation forms and letters must often be submitted. For each teacher recommendation requested, the following information must be given to the teacher.

* The Teacher recommendation or evaluation form (if applicable) from the college or university with your part of the form completed (Many of these forms are done electronically).
* An appropriate sized envelope; pre-addressed and stamped with sufficient postage if mailing is required.
* This completed form. All requests must be made in person (during distance learning, please email teacher prior to completing the form to ensure that they are able to write a letter for you). **DO NOT LEAVE ANY PAPERWORK IN A TEACHER’S MAIL BOX!** When requesting recommendations from your teachers, you must allow at least **FOUR** **WEEKS ADVANCED NOTICE** before the application deadline.

**Be sure to thank them for their time and consideration.**

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

Course(s) taken with this teacher: \_ Year/Grade taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why have you requested this particular teacher to recommend you for College acceptance? Please give specific reasons.

In this course, what project or lesson impressed you most? How and why? What did you learn?

How did you contribute to this class?

List any academic course awards or distinctions that you have received in this department.

How would you describe yourself academically?

Are there any special circumstances that affected your performance in this class? If so, please explain.

Please attach a copy of your resume or a detailed list of activities, leadership roles, community service activities, work experience, special honors/awards.