

Recommendation Request Form
(Teacher's Copy)

Dear _____,
(Name of teacher)

Thank you for agreeing to write a college recommendation for me. I realize that this will take you some time and I appreciate your assistance and commitment. I also know that a recommendation from you will help strengthen my application.

My earliest deadline is _____. In order for the College Office to get my completed application to the college/university by the appropriate date, they are asking for the letters to be submitted two weeks in advance of the deadline printed above. Mrs. Gomez will handle all mailings.

Thanks again in advance.

(Student name – print clearly.)

(Student signature)

Here is some additional information that might be helpful:

Courses taken with this teacher:

One of my favorite assignments was:

My scores on the SAT subject/AP exam related to the course:

List the topic(s) and the grade(s) received on any major research papers/labs/projects:

Other sports/activities in which the teacher coached/advised me:

Student's Name: _____

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(College Office Copy)

In most cases, students need only two academic letters of recommendation in addition to the School's letter of recommendation, to be written by your College Advisor.

Please return this form to Mrs. Gomez in the College Office as soon as possible.

I have spoken with the following teachers, and they have agreed to write letters of recommendation for my college admission process. I have given them the recommendation request form with earliest application date on it.

Student's Signature: _____

1. Science or Math Teacher's Signature: _____

2. English, History or Language Teacher's Signature: _____

3. Additional Teacher's Signature: _____

(Only if needed for specific program)