

Letter of Recommendation Request Form

Date of request:

Student Name:

Teacher Name:

Attention Students:

- You should give this to your teacher at least **TWO WEEKS** in advance of your deadline.
- You must also submit a formal recommendation request through Naviance at least two weeks before your deadline.
- If your letter of recommendation cannot be submitted electronically (i.e., it shows a postage stamp in Naviance), you must provide the teacher with an envelope.

Please complete the following information:

List the colleges/universities to which you are applying:

1.

2.

3.

4.

5.

Career Goal/Major (if undecided, please list areas of interest):

List any activities, special projects or special talents you want the teacher to know about when writing your letter:

What are your best qualities as a student?

What are your best qualities as a person?

What do you consider to be your most important accomplishment in life thus far and why?

What are your favorite activities outside of school?

Are there any obstacles events or hardships that have affected you while in high school?

Attention teachers:

- Keep recommendation to one page
- Good recommendations are anecdotal, with examples of student's unique characteristics
- Upload your letter of recommendation into Naviance and submit to appropriate colleges
- Student should provide you with an envelope only if the letter is to be mailed to a college.