

# TEACHER/COUNSELOR/COACH RECOMMENDATION REQUEST FORM

*To be completed by the student for the teacher*

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Teacher/Counselor/Coach's Name \_\_\_\_\_

Student contact information:

Phone \_\_\_\_\_ Email \_\_\_\_\_

<u>College/Scholarship</u>	<u>City &amp; State</u>	<u>Sealed envelope required?</u>	<u>Date needed by</u>
_____	_____	Y N	_____
_____	_____	Y N	_____
_____	_____	Y N	_____

Check **all** that apply for completed letter/form:

- please complete the application online and upload the letter of recommendation
- please mail in the pre-addressed, stamped envelope that I have provided
- please mail in the pre-addressed envelope provided by the institution
- return to the Guidance Office
- I will pick up from you after this date: \_\_\_\_\_
- other (delivery arrangements) \_\_\_\_\_
- I waive my right to have access to this letter of recommendation
- I choose to have access to this letter of recommendation

1. Intended college major \_\_\_\_\_ Current GPA, if known \_\_\_\_\_

2. Class(es) you had with this teacher. Include grade received each semester.

\_\_\_\_\_

3. What are your academic/career goals? Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Activities/sports in high school. Include grade levels, awards, leaderships, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Volunteer/community service projects. Include your role/participation/leadership position in each.

---

---

---

---

6. Work experiences: Include company name/job position, length of employment and average hrs. work/wk.

---

---

---

---

7. Other interests/hobbies, etc.

---

---

---

8. List four words that you feel best describe yourself.

---

---

---

---

9. Specific skills, characteristics, attributes or experiences that you would like mentioned in your letter of recommendation?

---

---

---

---

10. Are there any unusual or special personal/family circumstances that you feel have impacted your high school career?

---

---

---

---