WEST HARTFORD PUBLIC SCHOOLS

Teacher Letter of Recommendation Request Form

At least 3 weeks before your first college application deadline, students should:

- ✓ **Ask a teacher for a recommendation <u>in person.</u>**
- ✓ Give teachers this completed form listing the colleges, due dates, and process for submitting their letters (ex. Common App, online, mail.) *Note: Some teachers may request additional information to aid them in writing your letter, so check with each teacher individually ahead of time. (see back side)*
- ✓ *If the college you are applying to does not accept online submission of recommendations, you must provide a stamped addressed envelope for each college.*

DO NOT REQUEST MORE RECOMMENDATIONS THAN ARE ACCEPTED BY EACH SCHOOL!

Make sure to send a written thank you note to your teacher after your letter is sent. Also inform the teacher and your counselor of all college admission decisions.

If you are using <u>Common Application</u>, the following must be completed before your teacher can submit the recommendation online: (Complete these 3 steps before submitting this form to your teacher).

1. Create a Common App account on www.commonapp.org
2. List schools you are applying to in your Common App account and sign the CA FEPRA Waiver & Authorization.
3. List schools you are applying to in Naviance and link your Common App account by entering your email address under "colleges I'm applying to".

Please send recommendation materials ONLY to the colleges listed by the specified deadlines below.

Name of college	Due date	Online or paper submission?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

PLEASE SEE OVER→

REQUIRED REQUEST FORM FOR LETTER OF RECOMMENDATION

To:_____ **Date:**_____

From:_____ **Phone:**_____

Email:_____ **Counselor:**_____

Please be thorough. If needed, answer questions on a separate sheet of paper.

1. List class(es) taken with me and within my respective department – include grades earned:

Grade 9_____ S1: S2: Grade 10_____ S1: S2:

Grade 11_____ S1: S2: Grade 12_____ S1: S2:

2. Reflect on the class of mine in which you were a student. What did you:
   a. enjoy most about the class (maybe reference a particular assignment or discussion)?

   b. find most challenging about the class?

3. Are there any special circumstances or challenges that you overcame while a student in my class that you would like to share with me?

4. What are you considering as your major and what steps have you taken already to get there?

5. Tell me about your college essay – what's the topic and why did you choose it? If you have not started it, please let me know some of the topics you are considering.

6. List the top 4 sports, clubs, or activities in which you have been involved and note any leadership roles:

_____ _____

_____ _____