



TEACHER LETTER OF RECOMMENDATION

Counseling and Guidance Offices, Acalanes Union High School District.
Acalanes, Campolindo, Del Oro, Las Lomas, Miramonte

STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION

If you need a Letter of Recommendation from your teacher for your college application, a scholarship program or some other activity, you need to complete this form. Remember that the teacher writing your recommendation wants to do a good job for you, so it's important that you follow all directions on the following list.

REQUIREMENTS FOR TEACHER LETTER OF RECOMMENDATION

- ___ 1. STUDENT: Complete this Teacher Letter of Recommendation Form carefully and include as much information as possible. Use a separate piece of paper if necessary. The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your recommendor will appreciate the information and will be able to write a stronger letter for you.
- ___ 2. STUDENT return completed form to the teacher writing recommendation **AT LEAST ONE MONTH BEFORE RECOMMENDATION IS NEEDED.**
- ___ 3. INCLUDE THE FOLLOWING...
 - A list of schools/organizations needing recommendations, clearly indicating the due dates for each recommendation
 - The official recommendation form(s) from the college(s).
 - The essay from your college application. (If possible)
 - A stamped envelope with proper address for each recommendation requested.

Remember to thank the person writing your recommendation

PERSONAL DATA SECTION

- 1. Full legal name _____ Soc. Sec. # _____
- 2. Test Scores:
PSAT Verbal _____ ; PSAT Math _____ ; PSAT Writing _____ ; SAT-I Verbal _____ ; SAT-I Math _____
ACT _____ ; SAT-II Writing _____ ; SAT-II Math _____ ; SAT-II Other _____
- 3. Please list the semester grades you received in this class _____
- 4. List college(s) where you are applying for admission: _____

- 5. What subjects are you considering for your college major? _____

- 6. What career are you considering? _____
- 7. What experience have you had in this career field? _____

- 8. Briefly discuss leadership and organizational skills as related to the class, or skills you possess that others have noted about you. _____

- 9. What classes are you taking this year? For each one, indicate your most recent quarter grade. _____

CLASS SPECIFIC SECTION

1. Course and dates you were enrolled in my class(es): _____

2. What was your favorite unit in the course and why? _____

3. What was your favorite project / paper in the course and why? _____

4. What was the most significant aspect / assignment of the class? _____

5. Briefly describe the topics / thesis for any major projects you can recall. _____

6. Briefly discuss your biggest challenge in the course. _____

7. Briefly discuss what you felt you learned the most in the course. _____

8. Did any aspect of this class lead you to explore concepts / ideas in other contexts? _____

9. Briefly describe your fondest memory of the course. _____

10. What do you view as your major contributions to this class? _____

11. Please note here any additional information that may be helpful in writing your Letter of Recommendation _____

