

East Lyme High School Teacher Recommendation Request Form

Instructions: At least four weeks before the first application deadline, complete a *Teacher Recommendation Request Form* for each teacher that agreed to write a recommendation for you. In order to help teachers write their recommendation, answer the questions on page two, and **check with the teacher to see if they have their own individual questionnaire or would like any additional information.** If you apply to additional colleges, resubmit page one of the *Teacher Recommendation Request Form*, with the additional colleges listed, to each teacher. (Note: You do not need to fill out page two a second time.)

All Common Application and many non-Common Application college recommendation forms will be submitted online. **For any college that does not accept online submission of recommendations, or for any teacher who prefers to mail the recommendation, it's the student's responsibility to provide the teacher with a stamped envelope addressed to each college, as well as the college's teacher recommendation form (if required), with the student portion completed.**

Name of Student: _____ Student Email: _____
 Name of Teacher: _____ Name of School Counselor: _____

Please send my letter of recommendation to each of the colleges listed below.

- Yes, I do waive my right to access the letter of recommendation. I have completed the FERPA authorization on the Common Application and matched my Common Application and Naviance accounts.
- No, I do *not* waive my right to access the letter of recommendation.

	Name of College <i>(list in alphabetical order)</i>	Deadline	ED/EA/RD/Rolling	How to submit recommendation	
				Online	Envelope
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Name of Student: _____

In order to help your teacher write your letter of recommendation, answer the following questions as completely as possible. Attach extra paper, if necessary. (Note: This page only needs to be filled out one time for each teacher.)

1. How long have you known this teacher and in what context? (i.e. teacher, coach, club advisor)
2. List the course(s) you took with this teacher. For each course, include the year in school and course level.

Name of Course	Year in School	Course Level

3. Do you have an intended major/area of study?
4. What about this teacher's class did you enjoy or find most interesting?
5. What significant memory, situation, or contribution you made comes to mind when you think of this teacher's class?
6. What were your greatest strengths and relative weaknesses as a student in this teacher's class?
7. List any in- or out-of-school awards received or exams taken (along with your score) relevant to this teacher's class (i.e. National Latin Exam, Intel Science, AP exams, SAT Subject Tests).
8. What is it that you hope college admissions officers learn about you from this recommendation?
9. Is there any additional information you feel this teacher should know *related to their class*? (i.e. extracurricular, work, or summer experiences or other relevant courses at ELHS or outside of school; English: what was the topic of your research paper?; Science: what role did you play in labs?; Global Language: have you studied any other languages?)