

REQUEST FOR TEACHER RECOMMENDATION LETTER

STUDENT INSTRUCTIONS: Please complete the information below and submit to the recommending teacher **at least four weeks** prior to the guidance office deadline (if this is your first request of this teacher) or three weeks prior to the deadline for subsequent letters. If possible, make multiple requests at the same time. If there is a *Teacher Recommendation Form* provided by the college, give this to the teacher **attached** to this form. (*Teacher Recommendation Forms* provided by the colleges usually have a section at the top that needs to be completed by the student BEFORE giving the form to the recommending teacher.) **It is beneficial to the teacher that you also provide him/her with a copy of your résumé.** It is your responsibility to follow up on this request with your teacher prior to your deadline.

TEACHER INSTRUCTIONS: After completing the recommendation, please give it, along with this form, to the counselor named below so it can be placed with the other components of his application packet. *Please do not give to the student.*

STUDENT NAME _____

TEACHER NAME _____

COLLEGE COUNSELOR _____

REQUESTING INSTITUTION _____

GUIDANCE OFFICE DEADLINE _____

TODAY'S DATE _____