



Letter of Recommendation Request Form

Student: Please complete this form and submit it to each teacher who is completing a recommendation for you. Please allow four full weeks for the recommendation letter to be completed. Most teacher recommendation letters are directly submitted online by the teacher. In addition to this form, you must designate the teacher as your recommender on your online application profile. Please add your teacher recommenders to any online applications 4 weeks before the application is due.

*If the recommendation requires **forms** in addition to a letter, they must be submitted to the teacher with this request.*

Name: _____ Date submitted: _____

Student email address: _____

Please list the schools to which you plan to apply:
(Note: all schools will receive the same letter)

What is the earliest deadline by which you will need a letter of recommendation?

Background Information:

Cumulative (grades 9-11) GPA: _____ Intended Major: _____

Favorite Class: _____ Years at Bear Creek: _____

Six words which describe me:

Describe something that happened in my class (assignment, project, situation) and how that demonstrated a strength of yours:

Name: _____

School Activities (include amount of time spent – grade level(s) in which you participated, hours per week, per year, etc. as appropriate):

Leadership/Clubs:

Athletics Teams:

Fine and Performing Arts:

Non-school activities (church, jobs, community service, hobbies) (include amount of time spent – hours per week, per year, etc, as appropriate):

Why I chose YOU to write this recommendation (work I've done in your class, personal relationship, etc):

Do any colleges require a hard copy letter of recommendation? If so, please list the college and the date by which the hard copy letter is needed.