

Niwot High School Teacher Recommendation Form

Please complete this form and submit it to the teacher you are asking to write a letter of recommendation. Make sure to give your teacher at least two weeks notice when requesting a letter of recommendation. Make sure to thank your teacher for writing this letter for you. Your teacher will either submit your recommendation electronically to the colleges requested or will submit a paper copy to the Counseling/IB Office. If a paper copy is submitted to the Counseling Office or IB Office, it will be mailed to the colleges you indicated on your NHS Transcript Request form.

Student Name _____

_____ Common Application or other electronic request for Teacher Rec was e-mailed to teacher

_____ Teacher Recommendation needs to be submitted to the Counseling Office (Traditional students)

_____ Teacher Recommendation needs to be submitted to the IB Office (IB students)

Colleges that require a Teacher Letter of Recommendation:

College

Deadline

Write several paragraphs telling what you remember about the classes you've had with this teacher and describe any and all of the following topics:

- How and when did you come in for help? What topic, unit, concept was most difficult for you? How did you master it? A specific project, class discussion or presentation in which you were a significant participant. What was the most important thing you took away from this class? What was the most memorable learning experience?
- Describe the personal and/or academic qualities or strengths you would like to have emphasized in this letter. Use specific adjectives and examples where these strengths were shown.
- Were there any personal or family circumstances that affected your performance in this class?
- What are your long term goals, planned college major and career aspirations?
- What have you studied or accomplished beyond classroom expectations that demonstrate your interest in this subject area?
- Make sure to say a few things about why you have asked the teacher to write a letter for you. What did you enjoy most about their class? Add any other thoughts that will help prompt their memory and allow them to effectively write about you as an intellectual person, committed student and cooperative classmate.