



Form G. Teacher Recommendation Request

Counseling & Advising

Many colleges require that you submit recommendation letters (recs, for short) from 1-2 teachers with your application. Some colleges designate which teachers in particular they are interested in hearing from and some colleges ask that these letters come from teachers of “core” academic subjects: English, Math, Science, History and Foreign Languages. **If the colleges you are applying to have a preference, make sure you know which teachers they need recs from before asking your teachers.**

Please follow the steps below to secure your recs in a timely fashion:

1. Ask your teacher **in person** if he/she would be willing to write a letter for you **AT LEAST** 4 weeks in advance of your earliest deadline.
2. If he/she agrees, complete this form and return it to the College Counseling Office **by September 4 (or earlier)**, and we will make note and give it to the teacher(s) of your choice. Please see us in the College Counseling Office as soon as possible if you need an extension to this deadline.

Please keep the following key points in mind:

- The teacher(s) you ask for recs will provide their letter(s) to the College Counseling Office; the recs will then be submitted with your transcript and Secondary School Report to the colleges on your list.
- If you alter your college application list in any way, please fill out Form D (Adjustment to College Application List) in the College Counseling Office to adjust where we need to send your transcript and recs.
- You will probably not need more than 2 teacher recs and we therefore discourage you from seeking more.
- You will probably be allowed by the colleges to add an additional letter from someone else who knows you well — usually outside of school (i.e. from a job, service, or extracurricular activity).
- Overlake’s College Counselors seek input toward your School Letter of Recommendation from your Homeroom Advisor. If you would like us to consider other input from someone else at Overlake who knows you well (such as a coach or club advisor), please fill out and return the Coach Appraisal Form or Extracurricular Activity Report Form, available in the College Counseling office.

Your Name: _____ Homeroom Advisor: _____

Teacher: _____ Class: _____ Grade Taken: ☐10 ☐11 ☐12

Other Teacher(s) you plan to request: 1. _____ 2. _____

A.) What is your earliest deadline: _____

B.) Colleges on Your Application List:

College/University	Please use this space for any additional colleges or comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Please verify deadlines directly with each college*

CONTINUED ON REVERSE

C.) Please respond to these questions (in a **typed** document *OR* written **legibly** below) to help your teacher recall your contributions in class.

1. What 2 or 3 words best describe you?
2. Describe one experience in this class where you excelled.
3. What was your biggest challenge in this class? How did you address it?
4. Other comments you feel are important to include?