

Mercy High School

Student Profile Form for Teacher ~Letter of Recommendation Request~

Directions to Student: To write a comprehensive letter of recommendation for you, a teacher needs additional information from you in order to help prospective colleges learn more about you as a student in the classroom. The more information you provide, the better the letter. Fill out this form as thoroughly as you can. Use the back of this sheet or attach an additional sheet if necessary. Please check the following for understanding:

- ☐ Complete **one form** per teacher
- ☐ Give your teacher **at least 3 weeks** to write and submit their recommendation(s)
- ☐ In Naviance Family Connection, identify and request teacher to complete recommendation online

** If the teacher recommendation is for a college that does not use the Common Application, you **must** provide a stamped envelope, addressed to the college for any recommendations that need to be mailed.

Student Name: _____ Counselor Name: _____

Date Submitted to Teacher: _____ Requested Due Date: _____

Purpose of letter: ☐ College Application ☐ Scholarship ☐ Employment ☐ Other

I am requesting your Recommendation/Evaluation for the following Colleges:

☐ Common Application College Name(s)*:

* Letter/Evaluation to be completed online via Naviance

☐ Non-Common Application College Name(s)*:

* Letter/Evaluation is to be completed online via Naviance or mailed to the college

What course(s) did I teach you? What grade level?

What did you gain/learn from my class(es)?

How did you contribute to the class environment?

How would you describe yourself as a student in my class?

Give specific examples of how you demonstrated these attributes in my class?

Did you face any challenges in my class? If so, how did you handle the challenge and what did you learn about yourself in the process?

Outside of the classroom, what activities are you involved in?

How did you balance extracurricular activities with your academic coursework? Do you believe you were able to manage this balance well? If so, what attributes do you feel helped you be successful?

Is there anything else you would like me to know about you?
