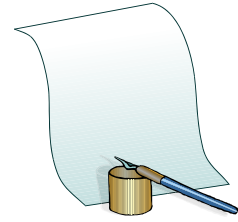
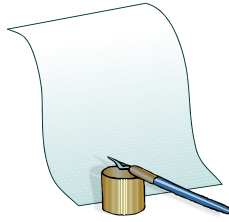
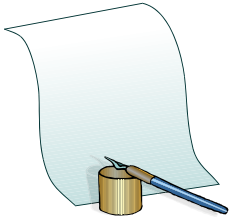


FORMAL TEACHER RECOMMENDATION REQUEST FORM DELIVERED BY MAIL



You must give your recommending teacher at least two weeks notice. Many colleges require a specific teacher recommendation form. It is your responsibility to provide the necessary college forms and stamped, addressed envelopes to the teachers writing your recommendations.

FROM: _____
(Print)

COUNSELOR _____

TO: _____

TODAY'S DATE: _____

Thank you for agreeing to write my formal recommendation for the colleges listed below. You may fill out the Common Application Teacher Evaluation form (provided by student) and make copies that can be sent to all of my schools unless otherwise indicated.

College Name	Deadline	EA/ED	Use Common App Form?

I understand that your letter will be sent directly to each college by the application deadline unless otherwise specified by the college. I understand that it is my responsibility to be aware of each college's requirements and deadlines.

Student's Signature: _____ Date: _____

THE FORMAL TEACHER RECOMMENDATION

Most colleges will require one or two formal recommendations from academic teachers. This teacher is typically a junior year teacher, although a sophomore year teacher who knows you particularly well may be appropriate. You should discuss your choice of formal recommenders with your guidance counselor. Please fill out the information below and submit it to your recommending teacher with the Formal Recommendation Request Form: on the next page.

What careers or college majors are you considering?

List high school awards, recognition or activities **related to this teacher's subject area** (i.e. involvement in literary magazine if your recommender is an English teacher)

Please write a short paragraph addressing some of the following questions:

- Why have you chosen this teacher to write your recommendation?
- What experiences in this class stand out in your mind?
- How did this class challenge you?
- What did you enjoy the most about this class?
- What else might the teacher want to consider when writing this recommendation?

FORMAL TEACHER RECOMMENDATION CHECK LIST

Date Completed _____

- Stamp and address envelopes for formal teacher recommendation #1
- Stamp and address envelopes for formal teacher recommendation #2
- Complete formal recommendation questionnaire and request form
- Submit formal recommendation forms and envelopes to recommender #1
- Submit formal recommendation forms and envelopes to recommender #2
- Send thank-you notes to both teachers.

How to address an envelope for a Formal Teacher Recommendation

Blind Brook High School
840 King Street
Rye Brook, NY 10573



Admissions Office
College XYZ
55 Main Street
Collegetown, CT 012345

Formal teacher recommendation for Joe Student

TO THE APPLICANT

After completing all the relevant questions below, give this form to a teacher who has taught you an **academic** subject (for example, English, foreign language, math, science, or social studies). **If applying via mail**, please also give that teacher stamped envelopes addressed to each institution that requires a Teacher Evaluation.

Legal Name _____ Female
Last/Family/Sur (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc. Male

Birth Date _____ CAID (Common App ID) _____
mm/dd/yyyy

Address _____
Number & Street Apartment # City/Town State/Province Country ZIP/Postal Code


School you now attend _____ CEEB/ACT Code _____

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you *will* have access to this form and all other recommendations and supporting documents submitted by you and on your behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (*see list at www.commonapp.org/FERPA*).
2. You waive your right to access below, regardless of the institution to which it is sent:

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.


No, I do *not* waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature  _____ Date _____

TO THE TEACHER

The Common Application membership finds candid evaluations helpful in choosing from among highly qualified candidates. You are encouraged to keep this form in your private files for use should the student need additional recommendations. Please submit your references promptly, **and remember to sign below before mailing directly to the college/university admission office. Do not mail this form to The Common Application offices.**

Teacher's Name (Mr./Mrs./Ms./Dr.) _____ Subject Taught _____
Please print or type

Signature  _____ Date _____
mm/dd/yyyy

Secondary School _____

School Address _____
Number & Street City/Town State/Province Country ZIP/Postal Code

Teacher's Telephone (_____) _____ Teacher's E-mail _____
Area/Country/City Code Number Ext.

Background Information

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

In which grade level(s) was the student enrolled when you taught him/her? 9 10 11 12 Other _____

List the courses in which you have taught this student, including the level of course difficulty (AP, IB, accelerated, honors, elective; 100-level, 200-level; etc.).

Ratings Compared to other students in his or her class year, how do you rate this student in terms of:

	No basis	Below average	Average	Good (above average)	Very good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
Academic achievement								
Intellectual promise								
Quality of writing								
Creative, original thought								
Productive class discussion								
Respect accorded by faculty								
Disciplined work habits								
Maturity								
Motivation								
Leadership								
Integrity								
Reaction to setbacks								
Concern for others								
Self-confidence								
Initiative, independence								
OVERALL								

Evaluation Please write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)