***Letter of Recommendation - Teacher Request Form***



Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please keep an electronic copy of this document so that you can update this as needed. Please be sure to give an updated copy to the teacher(s) from whom you are requesting a recommendation.***

1. Will you be a first-generation college applicant? This means that neither parent nor guardian graduated from a four-year college or university (Bachelor’s or equivalent degree).
2. List up to four schools that you consider to be “certainty” schools. These are schools where you anticipate applying, and based on your GPA, test scores, and overall qualifications you are nearly certain to gain admission.

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1. List up to four schools that you consider to be “target” schools. These are schools where you anticipate applying, and based on your GPA, test scores, and overall qualifications you have a reasonably good chance of gaining admission.

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1. List up to four schools that you consider to be “reach” schools. These are schools where you anticipate applying, and based on your GPA, test scores, and overall qualifications OR based on its very competitive admissions standards (< 40% acceptance rate) it may be difficult for you to gain admission.

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1. Describe your ideal college campus. Consider size, location, programs of study, etc.
2. What are you considering as a possible major or field of study in college? What subjects interests you? Have you determined a possible career path?
3. Describe the academic accomplishment from high school that you are most proud of and give the reason. Please write 3-5 sentences.
4. Describe a significant non-academic accomplishment that you achieved during your high school years – not necessarily at school. Why is it meaningful for you?
5. Describe the biggest challenge or setback (academic or personal) that you have faced in the last five years. How did you deal with it; or how are you dealing with it?
6. Please discuss anything in your high school academic history that you wish to clarify or explain. In other words, what do you feel is important to know about your academic record or achievement that is not apparent on your transcript?
7. List three adjectives you would use to describe yourself, and explain why you chose those words.

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1. List your extracurricular activities (clubs, athletic teams, student government, etc.) during your high school years. Please indicate what years you participated (9, 10, 11 or 12). Indicate any leadership roles.

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1. List your role in any community service activities. Indicate any leadership roles.

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1. List any employment experiences that you have had. Include the dates during which you held the position.

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1. Do you have any personal responsibilities outside of school such as taking care of family members or working part-time to assist with family income? Please describe what you do. What do you see as your role within your immediate family?
2. Please state or describe anything else that gives a clearer picture of who you are as an individual. Do you have any special talents, interests, or passions? Describe them and explain why they are important to you.