



## Teacher Recommendation Request Form

*When you need a teacher recommendation for college admissions, go meet with the teacher in person. Take them this completed form to help them in writing the best recommendation for you.*

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

Teacher Name: \_\_\_\_\_

Who should this letter be addressed to?

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

Title: \_\_\_\_\_

University/Institution: \_\_\_\_\_

Is the pre-paid, addressed envelope attached? YES / NO

What date does this letter need to be sent by? \_\_\_\_\_

Which courses have you had with this teacher? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What would you like this teacher to emphasize in this recommendation? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What extra-curricular activities have you participated in at The Academy? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What course of study are you pursuing at this university/institution? \_\_\_\_\_

\_\_\_\_\_

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