

## Teacher Letter of Recommendation Request Form for College Applications

Name of Student: \_\_\_\_\_ Date form submitted to teacher: \_\_\_\_\_

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

**Student:** Only give this form to your teacher after he/she has agreed to write a letter of recommendation for you. Make sure responses are clear, thorough, and specific. (Use the reverse side of this form if needed). After completing it, give the form to the teacher. If you are asking the teacher to mail letters of recommendation, please provide them with an addressed envelope for each college AND DON'T FORGET THE STAMPS!

**Teacher:** Use this completed questionnaire as a reference when crafting your letter of recommendation. Please use Peekskill High School letterhead when preparing the letter and be sure the final copy has your contact information on it. **UPLOAD THE FINAL RECOMMENDATION LETTER TO NAVIANCE AND EMAIL A COPY TO MARIA GORDINEER.**

1) Why have you chosen this teacher to write a letter of recommendation on your behalf?

2) What specific study skills have you acquired as a result of having this teacher?

3) What topics covered in this class were of interest to you. Why?

4) How do you think this teacher would describe you as a student?

5) On the reverse side, write anything else you can think of which will help your teacher better understand your goals, interests, concerns, challenges, etc.