

Recommendation Request Form

****To the Student;**

Recommendations are needed for a variety of college applications and scholarship opportunities. Many times the school or scholarship committee would like a recommendation(s) from someone who knows you in an academic and sometimes social setting; this would be a teacher, coach, director, counselor, or administrator. Please realize that the person you ask to write your recommendation wants to write the best possible recommendation they can for you, so therefore giving the person ample time to complete the recommendation is requested (2 weeks minimum).

Teacher Name: _____

Student Name: _____

Date Recommendation Needed: _____

1. List the colleges/universities or scholarships that you are applying for:

2. Career Goal/Major (if undecided please list areas of interest):

3. List any activities, special projects, special talents, clubs, and organizations. These are things that you might want your recommender to note, mention, or be aware of.

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. List all classes and grade levels that you had the teacher for, or how you know the recommender:

****IF MORE SPACE IS NEEDED, PLEASE USE THE BACK OF THIS PAGE.****

****To the Recommender:**

Please place the recommendation in a sealed envelope with the student's name clearly printed on the front, and place the recommendation in the student's counselor's mailbox, with this form (unless otherwise requested by the student or organization). If you would like the student's counselor to keep a copy of the recommendation on file for future use, please give the counselor more than one copy, and put a note on the recommendation stating, "For File." Try to keep the recommendation to one page. If additional information is needed about the student to complete the recommendation, contact the student or their counselor.

