

Formal Teacher Recommendation Information Form

(Formal Recs are sent directly to colleges. Max 2 teachers.)

Students, this document is to be used ONLY IF:

- You requested a formal letter of recommendation in person (or by email while school is not in session), and your teacher has already agreed to write on your behalf.
- Your teacher does NOT have their own form or questionnaire that they prefer you use.

Directions:

- **Make a copy** and title this Google Doc with *[Your Name] College Recommendation Request*
 - Ensure your name, teacher's name, and class info is included on the form below.
 - Share the finished doc with your teacher and include an email to let them know you've shared it.
 - Meet your teacher's deadline for this information.
 - Follow up once school resumes in senior year by requesting the formal recommendation and informing your teacher of the first deadline.
-

Student Name:

Teacher Name:

Class(es) you had with this teacher and when:

Please answer the following questions in a detailed and thorough manner.

List 3-5 words that this teacher would use to describe you based on observations of you or your work in class.

Cite a specific example to demonstrate at least one of your chosen words.

What are your academic strengths in this subject? Describe how you showcased your greatest strengths as a student while in the class.

What topic or experiences in class were particularly meaningful and why?

What piece of work/assignment in this class are you most proud of and why? (Perhaps it reflects your creativity, sense of responsibility, particular skills, or enjoyment of the topic.) (Include/link to the assignment with this request.)

What did you struggle with in this class, and how did you overcome the challenge?

What careers or college majors are you considering?

List high school awards, recognitions, or activities that specifically relate to your work, abilities, or interests in this class or subject. (i.e., involvement in the literary magazine if your recommender is an English teacher).

Why have you chosen this teacher to write your recommendation? (If you haven't already shared this info in the questions above, are there any accomplishments or details that you want to remind your teacher about, such as an experience in the class that stands out in your mind or how the class challenged you, or what you enjoyed most?)