

### Letter of Recommendation Request Form – For Teachers

Teacher's Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

What classes have you had with this teacher and what were your grades?



Please list below the college(s) and/or scholarship organization(s) that will be receiving this letter of recommendation, the dates that the letters are due, and whether or not you have included an addressed and stamped envelope with this request (if yes, check the box).

College or Name of Organization	Date Due (or postmark date)	Address and Stamped Envelope Provided?

#### Instructions to the Student:

Try to answer each question as completely as possible. The more information that you give, the easier it will be to write a good recommendation. Use another piece of paper if you find that you need more space.

1. Give at least one example of your academic motivation and/or potential.
2. What will you bring to a college campus that's unique?
3. How will college make you different from the person you are today?
4. Are there any particular circumstances, school experiences, or persons influencing your preparation/motivation to attend college? Explain.

5. List 4 adjectives or phrases that describe you and explain why.
  
6. Describe your family (occupation and education of parents/sisters/brothers, financial situation, relationship with family, are there others in college, any special family circumstances.)
  
7. Which of your extracurricular activities has been the most important to you and why?
  
8. Have there been any circumstances that have affected your academic performance and/or yourself? Your development? (Illness in the family, personal illness, family breakup, financial problems, etc.) Explain.
  
9. Describe your relationship with your peers. How would your peers describe you?
  
10. Give two examples of comments that you believe a teacher would make about you.
  
11. Please write any other information not already included that you feel would be helpful in writing your recommendation.

Adapted from:  
Fulfillment Fund College Pathways Curriculum  
[www.fulfillment.org](http://www.fulfillment.org)

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