REQUEST FOR COLLEGE RECOMMENDATION

All forms should be completed in PEN, approved by teacher, and returned to Mrs. Moon in college counseling.

After careful thought and consideration, I believe your observations and comments about me would enhance my college application. I would appreciate a recommendation letter from you.

Student Full Name: ______________________________________  Date requested:__________________
Teacher’s Name: _____________________________________

To assist you in writing the recommendation, I have provided the following information:

1. Three adjectives that best describe me: ________________________________________________
2. An academic experience in your class that was a highlight for me (paper, project, book, etc.).

3. During my time in your class, I believe I grew as a student and as a person in the following ways:

4. My personal, academic, and career goals for college are:

5. Additional information that might be relevant to this letter of recommendation:

Thank you for your willingness to assist in my college application process. I appreciate your efforts

Student signature: ____________________________________  Date:___________________________

I agree to write your recommendation, upload an electronic copy to Family Connection, and submit a hard copy to Mrs. Moon no later than one week prior to this student’s first deadline.

Teacher signature: ____________________________________  Date:___________________________

Date received: ________________________________________