

HAHS TEACHER

REQUEST FOR LETTER OF RECOMMENDATION

Instructions:

1. **Requesting the Letter:**

- **In-Person or by Email:** Reach out to your teacher to request a letter of recommendation.
- **Explain Why:** Share why you are asking them specifically. Consider mentioning how they have impacted your life, any meaningful projects or conversations, or what you've learned from them.

2. **Complete the Form:**

- Fill out the form below with detailed information.
- Provide this form and any additional materials to your teacher at least **two weeks** before you need the letter.

Student Information:

- **Student's Name:** _____

Questions for the Student:

1. **Intended Major(s):**

What major(s) do you plan to study in college?

2. **College(s) or Scholarship(s):**

For which college(s) or scholarship(s) will you be using this recommendation?

3. Reason for Requesting this Recommendation:

Why are you asking me to write your recommendation?

- Were you challenged or changed by my class?
 - How did you grow as a result of being in my class?
-

4. Project Success:

Was there a particular project in my class where you did especially well?

5. Related Work Experience or Activities:

Do you have any work experience or extracurricular activities that relate to your intended major, this class, or the scholarship you are applying for?

6. Academic Accomplishments:

What are your notable academic achievements (e.g., grades, completed projects, etc.)?

7. Personal Attributes:

What do you believe are your most positive attributes?

- Is there anything about you that I might not know?
 - How do these traits make you a good fit for your chosen college or career?
-

TEACHER RECOMMENDATION REQUEST

Letter Submission Details:

- **Deadline:** I need this letter by _____ (date).
- **Delivery Method:** (Check one)
 - Upload to the Common Application (student must add teacher to Common App)
 - Email to admissions team member or scholarship:
Name & email _____
 - Deliver to the School Counseling Office
 - Other: _____

Student Signature: _____

Date: _____

Received by Teacher _____ (date)