



REFERENCE LETTER REQUEST FORM

Some college and scholarship applications require teacher recommendations. Most teachers have had experience writing letters of recommendation, but there are some things you can do to assist them with this process.

1. If the college you are applying to requires a letter of recommendation, make your request at least two weeks in advance of the date you need it. First, ask the person face to face before submitting this request.
2. Ask a teacher for a recommendation only if you feel the teacher knows you well enough to offer some information about you beyond the grade you received. The purpose of the letter of recommendation is to provide the admissions counselor with information that is not evident on your transcript.
3. If a form is provided for the teacher recommendation as part of the application packet, be sure to fill out pertinent information on the form, e.g. your name, address, phone number.

Today's date: _____

Is there a special format required? _____

Full Name (print clearly): _____

Date the letter is needed: _____ Number of Copies: _____

Purpose of Letter: _____

To whom should the letter be addressed? _____

What criteria need to be addressed? _____

List organizations and sports teams you belong to in the high school (include offices held, awards, positions of leadership and committees you worked on).

List outside organizations/activities (include outside employment or volunteer work). _____

Describe any outside interests or hobbies that you think would be helpful for me to be aware of. _____

What do your future plans include (be specific). _____

Where do you see yourself in 5 years? _____

Name of the course you took from this teacher: _____

School year in which you took the course (i.e.: 2023-2024): _____ Grade you received in the course: _____

Mention of a project or unit of study which was particularly meaningful to you: _____

Provide a copy of your transcript, if possible. To get a copy of your transcript, go to www.parchment.com