

## ***Teacher Recommendation Request Packet***

***Teachers require 15 school days to complete requested letters of recommendation.***

**Step 1:** This Teacher Recommendation Request Packet contains two *Teacher Recommendation Request* forms. You are responsible for giving one to each teacher from whom you are requesting a letter of recommendation.

**Step 2:** Provide teachers with addressed stamped envelopes so they can mail their recommendation or if the teacher prefers to hand them back to you sealed and signed, you may mail them yourself.

*Please Note: Your Secondary School Report Forms/Counselor Sections from your applications, as well as counselor recommendation requests, must be provided to the Registrar as part of the completed Transcript Packet Request.*

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## ***Teacher Letters of Recommendation Process***

1. Students should carefully select a maximum of two teachers from whom to request recommendations.
2. Requests for letters of recommendation should be typed by the student in formal business letter format and include:
  - ✓ Your formal name
  - ✓ The schools to which you are planning to apply
  - ✓ The date you are making the request
  - ✓ The date the recommendation is needed
3. Copies of your *Resume*, *Student Input Form* and one business size envelope for each college **must** accompany each request letter.
4. Once they have agreed to write the recommendation, teachers require **15 school days** in which to complete the letters of recommendation.
5. The teacher will return the letters of recommendations in sealed envelopes for you to mail or if they are already stamped and addressed, they may mail them for you. Ask the teacher for their preference.

## *Sample Request for Teacher Recommendation Letter*

*Full Name of Teacher*  
9410 Kilimanjaro Rd.  
Columbia, MD 21045

Dear *Name of Teacher*:

State the purpose of this letter; inquire as to whether he/she will write you a letter of recommendation. A few sentences are fine; explain why he/she is the best choice (generally) to write this letter. Make mention of the class and when you took it to refresh his/her memory.

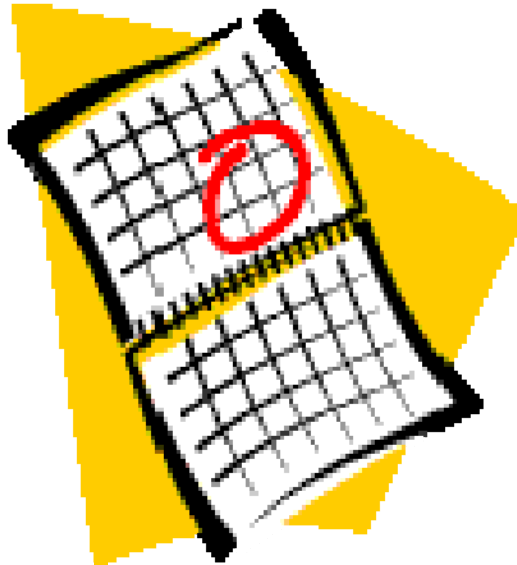
Point out significant experiences or accomplishments in the teacher's class which make you a desirable candidate for a letter of recommendation. You can also point out some personal details as favorite assignments, and why you are a "good student", particularly in this subject. Also make mention of skills that he/she taught you that you find most helpful. You can refer to your resume generally for things they can read about.

Mention which schools you are applying to, and dates you would like your letter mailed (use one week before the earliest application due date for this date). **Remember teachers have 15 school days to complete letters of recommendation.**

Closing,

*Full Name Signature*

Full name Typed



**Student Input form for  
Teacher Recommendation Request**  
*Request must be made at least 15 school days before the mailing date.*

Date Requested \_\_\_\_\_ Student's Name \_\_\_\_\_

Date Recommendation Required \_\_\_\_\_

Teacher: \_\_\_\_\_

Year and subject taught \_\_\_\_\_

Colleges to which I am applying that require a letter of recommendation:

**Please include the address of each admissions office.**

- 1.
- 2.
- 3.
- 4.
- 5.

**YOU MUST ATTACH ANY REQUIRED FORMS FROM EACH COLLEGE.  
INCLUDE ANY SPECIFIC DIRECTIONS (I.E. ELECTRONIC  
RECOMMENDATIONS).**

*Please answer these questions on a separate sheet of paper.  
Please be specific and descriptive in your responses.*

1. What did I gain from your classes? Include new ideas, attitudes, interests, study habits, skills, etc. in your response.
2. Why do I feel that you can write me a meaningful recommendation?
3. What was my most meaningful experience in your class?
4. What are my significant hobbies, work experiences, club activities, sports, and outside interests?
5. What are my major areas of interest or college and career goals?
6. List 3 growth areas, academic or personal, that you experienced as a result of being in this class and give examples.

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**Date Recommendation Required** \_\_\_\_\_

Teacher: \_\_\_\_\_

\_\_\_\_\_

Year and subject taught \_\_\_\_\_

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