**Teacher Recommendation Information Form**

This document should be TYPED and given to the *teacher by September 1st. Be sure to request a recommendation in person before you give this document to the teacher.* ***NOTE: Not all colleges require a letter of recommendation.***

Today’s Date:Click or tap here to enter text.

Teacher’s Name:Click or tap here to enter text.  
Student’s Name: Click or tap here to enter text.

Student’s Email:Click or tap here to enter text.

Student’s Cell Phone:Click or tap here to enter text.

Year and Class, you had this teacher:Click or tap here to enter text.

First Deadline that requires this teacher recommendation:Click or tap here to enter text.

Major (including Undecided):Click or tap here to enter text.

Career (including Undecided): Click or tap here to enter text.

1. I am asking you to write a college recommendation letter because:Click or tap here to enter text.
2. The best piece of work (composition, research paper, lab, etc.) that I did for your class:Click or tap here to enter text.
3. My proudest moment in your classroom:Click or tap here to enter text.
4. My favorite memory of your class:Click or tap here to enter text.
5. The experience or specific assignment that challenged me the most in your class:Click or tap here to enter text.
6. I believe I grew in your class because: Click or tap here to enter text.
7. I would describe myself using the following words (two to three qualities or character traits):Click or tap here to enter text.
8. The characteristic I most want colleges to know about me:Click or tap here to enter text.
9. The following would be a helpful bit of information to include in my recommendation letter:Click or tap here to enter text.
10. My grade(s) in your class: \_\_\_\_\_\_\_ 1st semester and \_\_\_\_\_\_\_ 2nd semester. I made a \_\_\_\_\_\_\_on the AP exam for this course (if applicable). I believe my grade in your class is/is not an accurate reflection of my work (why or why not):Click or tap here to enter text.