

Date Received _____ Earliest Deadline: _____

Carmel High School Teacher Recommendation Request Form

INSTRUCTIONS: 1) *Three weeks before the FIRST application deadline*, complete this form for each teacher you ask to write a recommendation. In order to help teachers write their recommendation, answer the questions and check with the teacher to see if they would like any additional information. 2) Log into your Naviance account and under “My Colleges” click on Letters of Recommendation link. Please select the teacher(s) who have agreed to write a letter on your behalf. Once you know where you are applying, please add to “colleges I’m applying to”. 3) Complete the FERPA authorization on the Common App (if using) and Match your Common App to Naviance.

All Common Application and many non-Common Application college recommendations will be submitted online.

Student Name: _____ Student Email: _____

Teacher Name: _____ Student’s Counselor: _____

My EARLIEST deadline is: _____ to _____ College/University

In order to help your teacher write your letter of recommendation, answer the following questions as completely as possible.

1. How long have you known this teacher and in what context (teacher, coach, club advisor, etc.)

2. List the course(s) you took with this teacher. For each course, include the school year and course level.

3. Do you have an intended major/area of study? If so, list below.

4. What about this teacher’s class (a specific unit or lesson/activity) did you enjoy or find most interesting?

5. What significant memory, situation, or contribution you made comes to mind when you think of this teacher’s class? Please elaborate.

6. What were your greatest strengths as a student in this teacher’s class? Did you demonstrate growth (academic, social, or personal) during this time?