

STUDENT REQUEST FOR TEACHER RECOMMENDATION

Student Name: _____

Teacher Name: _____

Possible Major(s): _____

Students: Follow these important steps when requesting a letter of recommendation. Do so at least three weeks before your first recommendation letter is due.

- Take the time to thoughtfully respond to the following prompts.
- Before submitting an electronic request (Common Application, Send Edu, other), ask the teacher – in person – if she/he is able to write for you. Don't assume the teacher will be able to provide you with a recommendation.
- After completion, share this form with your teacher. This will give the teacher insight into why you requested a letter of recommendation from her/him.

What are some of the academic qualities/strengths you have developed while at Sturgis?

How motivated are you? How could your teacher know how motivated you are?

Are you disciplined in doing your work? Do you work independently? Take initiative?

What is your participation in class discussions like? Are you a leader, a listener?

Do you think that your grades are indicative of your ability? Why or why not?

Adjectives that best describe you: (1)

(2)

(3)

Please share your reasons for choosing these adjectives:

What else would you like to share with your teacher?

When you meet with your teacher to ask for a recommendation, be prepared to discuss the following: What was your favorite, most memorable, or most meaningful project, assignment or experience in this class and why?