Teacher Letter of Recommendation

Request

Student Instructions:

Typical letter of recommendation needs:
(Applicants are responsible for verifying their specific letter needs)
NJUHSD Scholarship application: 1 staff member, 2 community members
California State University: None, unless EOPs.
University of California: None (some may request a letter after the application is reviewed)
Common Application: 2 teachers, 1 counselor (see specific school for requirements)

1. **Choosing recommenders:** You may need more than one letter of recommendation (LOR) for colleges and different scholarship opportunities. Some universities may require a LOR from a teacher of a specific subject. Choose teachers who are able to write about your STRENGTHS and GROWTH. Remember, an A+ in the class doesn’t necessarily mean an A+ recommendation.

2. For each LOR requested, the following is required:
   a. Find out how many recommendations are required; do not ask for more than you need
   b. **You (the STUDENT) must ask your teacher in person** first before filling out this form
   c. Once you’ve requested an LOR from a teacher, confirm with them that they have received the institutions request.
   d. **You must give the teacher a minimum notice of 3 weeks** to write a letter of recommendation.
   e. Fill out a separate “brag sheet” for each teacher request.
   f. **Email the brag sheet** to your teacher.
   g. Teachers will send the letter directly to the college using the online portal or to the District Scholarship Coordinator.

Please remember that writing a letter of recommendation on your behalf is a courtesy. Your teachers provide LORs because they care! So please take the time to thank them. A thank you card is an appropriate and a nice way to show your appreciation.
Student Name:

Teacher Name:

Course(s) completed with this teacher AND grades earned:

1.) I am requesting this letter of recommendation for these schools and scholarships:
   Please be specific

2.) In this course(s), what project or lesson engaged you the most? How and why? What did you learn?

3.) What did you contribute to this class?

4.) How did you benefit from having me as your teacher? What made the class special?

5.) What challenged you the most in my class? How many hours did you put into this class as compared to others?

6.) How would you describe yourself academically? Why? What strengths did you exhibit in this class?

7.) Are there any special circumstances that affected your performance in this class? If so, please explain.

8.) What are your career/major interests?

9.) How do you spend your time outside of class (i.e. part-time work, athletics, family obligations, volunteering)? Please expand on how you balance these with your school work - especially in this subject area.

10.) What other information would be important for me to know about you?