



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:

- 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?