

TEACHER RECOMMENDATION REQUEST FORM

Both the Teacher Recommendation Request Form and the Student Self-Evaluation forms must be completed before the teacher will write your letter and complete teacher recommendation forms.

Student Instructions

- Give the teacher two weeks to write the letter and complete forms.
- Please remember most teachers are writing an average of 20 letters.
- Attach a copy of your activity & service resume.
- Provide the teacher with a deadline.
- Send the teacher a thank you card.

Student Name: _____ Phone Number: _____

Teacher Name: _____ Deadline: _____

List Complete Colleges/University Name

(OSU = The Ohio State University, BW = Baldwin Wallace College etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STUDENT SELF-EVALUATION

Please complete this form and give it to the teacher(s). They will not begin to write the letter or complete forms until they have been given this form along with the Teacher Recommendation Request Form.

I was a student in your _____ class in _____
(Semester, Year)

One of the most valuable experiences I took away with me from your class was:

I consider my best work in your class to be (papers, projects, presentations, lab, etc.):

In your class, my greatest strengths were:

My biggest improvements during your class were:

Looking back, my effort level in your class was (above potential, satisfactory, why?):

My biggest challenge in your class was:

My most valuable extracurricular experience has been:

At this point in my life, I am most interested in studying (major) because:

Grade I earned in your class (from your report card): Semester one: _____ Semester two: _____