

COVINGTON LATIN SCHOOL
REQUEST FOR TEACHER RECOMMENDATION

TO: _____

DATE: _____

I, _____, am requesting a Letter of Recommendation for the following:

- (Please fill out what applies)
 - Admission/Scholarship/Special Program:
-

This Recommendation needs to be completed (check correct line)

_____ **Typed letter**

_____ **Form supplied by student**

_____ **Online and...**

_____ Teacher should have already received an email.

_____ Teacher should keep an eye out for upcoming email.

I have attached any necessary forms as well as answered the questions on the back of this request and provided my resume to assist you in preparing this recommendation.

If doing recommendation on paper, after completion please forward according to the following (check correct line)

_____ Mail directly to:

_____ Turn-in to Ms. Rueger for inclusion with Application items.

_____ Sign and seal and give to me personally for forwarding, this option is only for some scholarship opportunities (I understand with this option the recommendation is still confidential and should not be opened)

THE DEADLINE FOR THIS RECOMMENDATION TO BE SUBMITTED/MAILED/GIVEN TO THE APPROPRIATE PERSON IS:

Date

Classes with Teacher _____

These questions are to provide your teacher with more personal information to help him/her with writing your recommendation so they can offer more insight into you as a student to the college/university you are applying. It is important to give thought and provide serious responses about your performance as a student, what you learned and what you remember.

1. Why did you choose this teacher as your recommender, and how did you grow as a student and/or person from being in class with this teacher?
2. What strengths did you bring to your most recent class(es) with this teacher?
3. What is your favorite memory/academic achievement/experience as a student in a course with this teacher?
4. If you made an effort to learn more about the subject area this teacher taught you beyond the required course work, how did you do that? (attend open houses/programs/camps, outside reading or research, etc)
5. Is there anything else about your as a student or person you think the teacher should know about you to add to the recommendation?