

Sanford H. Calhoun High School
Request for Teacher Letter of Recommendation



Teacher Name: _____ Student Name: _____

Counselor: _____

Classes you have had with this teacher/grade level _____

Regents Exam Grade(s) _____ Final Course Grade(s) _____

Early Action Applications: Yes No

Early Decision Application: Yes No List School Name _____

Regular Decision Application: Yes No

***It is imperative that you adhere to the deadlines for teacher letter recommendation requests and teacher submission to Naviance as listed below. Circle the earliest deadline in which you plan to apply:**

College Application deadline (circle one)	Student must make teacher recommendation request by:	Teacher must submit recommendation and Common App evaluation via Naviance by:
October 15*	September 3	October 2
Nov 1**	September 13	October 25
November 15**	September 20	November 8
December 1	October 15	November 22
December 15	October 25	December 6
January 1	November 1	December 13
January 15	November 8	January 3

**Early Decision Deadline*

***Early Action Deadline*

Students: Before submitting this form to your teacher, answer the questions on the reverse side of this form.

Teachers: When you have completed your letter, please upload it to the Naviance system and mark it as Complete. Please also fill out the Teacher Evaluation Form with the rankings; it is an important component of your recommendation.

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**COUNSELING &
WELLNESS CENTER**

www.calscwc.weebly.com

Directions to the Student: Please fill this form out completely in order for your teacher to write a more detailed Letter of Recommendation on your behalf. Once you have filled out the form, ask two teachers for a recommendation.

- 1) What is your possible major?

- 2) Choose three adjectives that describe you. Give an example of why each of these adjectives describes you.

- 3) This is what was most meaningful to me about being a student in your class:

- 4) What is your favorite memory, situation, and/or contribution that comes to mind when you think of this class?

- 5) Describe the academic accomplishment in this teacher's class (major paper, science experiment, oral presentation, artistic project, etc.) you are most proud of, and tell why you take pride in it.

- 6) What is the biggest area of improvement that you made in this subject area? Explain fully.

- 7) Is there anything else you would like to communicate to this teacher that would be helpful in writing a letter on your behalf?

In accordance with the Federal Family Educational Rights and Privacy Act of 1974, () I do () I do not waive my right to review this recommendation.

Student Signature: _____ **Date:** _____