

Teacher Recommendation Request Form
James Madison High School

8/2023

Student Name _____ Student Email _____ Date _____

Earliest Application Deadline _____ Teacher Name _____

Counselor _____ Intended College Major _____

Important Reminders:

- Allow at least **FOUR WEEKS** for your teacher to complete the recommendation.
- Before giving your teacher this form, **ASK THE TEACHER** first if they are willing to be a recommender, some teachers have their own questionnaires and will be used in place of this form.
- Select a teacher who can write about your **ACADEMIC MERITS**.
- Please remember to write **THANK YOU NOTES** to your teachers.

To the Teacher:

I would appreciate a letter of recommendation from you because you know me well as a student. Please include in your recommendation specific examples from class illustrating some of my academic merits, such as my academic motivation, responsibility, creativity, initiative, leadership, growth potential or other outstanding personal qualities you observed in me.

The following is a list of projects, assignments and/or events that I remember from your class or subject area that stand out in my mind as significant and may assist you in writing the recommendation:

Please send a copy of the recommendation to the following schools, agencies, and/or scholarships listed below*:

1. _____ Deadline: _____
2. _____ Deadline: _____
3. _____ Deadline: _____
4. _____ Deadline: _____

**If you don't know yet where you will be applying, you will be able to provide your teacher with your list of colleges and/or scholarships later.*

Thank you very much!!!!

Student Signature