



LBSS REQUEST FOR A TEACHER LETTER OF RECOMMENDATION FOR COLLEGE/SCHOLARSHIP

Important Notes to Students: Before giving this form to a teacher, check with the college's admission requirements on the **number** of recommendations accepted and how they are to be submitted. For example, James Madison University asks for only **one** letter of recommendation (**either** a teacher **or** a counselor) **and** it is submitted electronically to the school.

You must speak with the faculty member and request the letter of recommendation in person. If the faculty member agrees to write the letter, give him/her this form. Check all items that apply to your request. **Don't forget to complete the back of this form!**

Teacher Name: _____ Todays Date _____

Student Name: _____ Student Email: _____

I am/was enrolled in your _____ class

Please write a general letter of recommendation on my behalf to the colleges, scholarships, or other programs listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation.

I understand that this recommendation will be forwarded to the college or scholarship program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of the recommendation.

I am applying to the following schools/scholarships:

College/Scholarship Name	Due Date	Application Forms (in addition to letter)	Electronic Submission Available	Other Directions
		<input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Submit electronically through Common Application <input type="checkbox"/> Submit electronically to the school <input type="checkbox"/> Mail in pre-addressed, stamped envelope that I have attached <input type="checkbox"/> Submit to Counselor to send with transcript (Virginia Tech only) <input type="checkbox"/> I will pick it up from you after this date _____ <input type="checkbox"/> Other:
		<input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Submit electronically through Common Application <input type="checkbox"/> Submit electronically to the school <input type="checkbox"/> Mail in pre-addressed, stamped envelope that I have attached <input type="checkbox"/> Submit to Counselor to send with transcript (Virginia Tech only) <input type="checkbox"/> I will pick it up from you after this date _____ <input type="checkbox"/> Other:
		<input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Submit electronically through Common Application <input type="checkbox"/> Submit electronically to the school <input type="checkbox"/> Mail in pre-addressed, stamped envelope that I have attached <input type="checkbox"/> Submit to Counselor to send with transcript (Virginia Tech only) <input type="checkbox"/> I will pick it up from you after this date _____

				<input type="checkbox"/> Other:
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1. I believe that my best piece of work (paper, lab, oral presentation, etc.) that I did for your class was:

2. My favorite memory of your class was:

3. My biggest challenge in your class was:

4. I believe that I grew as a student in your class because:

Thank you!