

**GVHS Request for Letter of Recommendation
for Colleges or Scholarships**

***** TEACHER FORM *****

The information provided on this form will be used by teachers to write the recommendation(s) you need for your college or scholarship applications. Please fill it out completely and as accurately as possible.

Full Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Birth date: _____

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA) you WILL have access to your recommendation after you matriculate UNLESS at least one of the following is true:

1. The institution does not save recommendations post-matriculation.
2. You waive your right to access below, regardless of the institution to which it was sent:
 Yes, I do waive my right to access, and I understand I will never see this recommendation.
 No, I do not waive my right to access and may someday choose to review this recommendation if the institution at which I'm enrolling saves it after I matriculate.

Signature

Date

A. What colleges are you considering (in order of preference)?

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

B. Do you plan on submitting any applications before October 15? _____ yes _____ no

C. What college major(s) or areas of study are you considering and why?

Teachers, please note these majors are only being considered. They will likely change.

D. What is your cumulative GPA? _____

E. School Counselor's name: _____

F. What three strengths and/or traits of yours as a student would you like to come through in your recommendation letter? Give an example from my class to illustrate each of the traits you list.

Trait 1

Trait 2

Trait 3

G. Is there a particular moment that stands out about your class participation? (For instance, when the conversation hinged on an insight you provided; when you were able to address a topic that nobody else could; when you were so amusing that we all laughed at your insight/humor, etc.) **Specific anecdotes make for excellent recommendations letters, be as specific as possible.**

H. Most colleges specifically ask teachers to address three questions. Answer each question below according to how you hope I will address the question in the recommendation. When possible, give specific examples.

- a. **How do you handle adversity, deal with pressure, respond to setbacks and disappointments, or react to teacher criticism?**

- b. **How do you display classroom leadership?**

- c. **How do you contribute to the classroom?**

I. Please list extra-curricular/interests (including employment, hobbies, volunteering etc.). Especially, highlight those activities related to possible majors or areas of study in college. Please provide leadership positions.

Note: Ask the teacher if additional information is required.