

Teacher Recommendation Form

The teacher recommendation is to give the colleges/scholarships a snapshot of you as a student in a particular subject. Your answers to the questions below will help the teacher you ask to include important details about your experience in their class. You must also choose your teacher to write a letter of recommendation on Naviance in order for the letter to be sent.

Student Name: _____

Teacher Name: _____

My first application deadline is ___Nov 1 ___Nov 15 ___Dec 1 ___Dec 15 ___Jan 15

Colleges/Scholarships to which I am applying:

What courses did you take with this teacher and what grades did you earn?

I am asking you to write on my behalf because...

An experience that challenged me most as a student in your class was.....

My proudest moment in your class was.....

I believe I grew in your class because

Some examples of significant work/contribution/project/ paper and topic/ activity I did for this class....

I understand that the teacher has four weeks to send these recommendation materials to Naviance or to your counselor. I will never give this request to a teacher last minute. I waive my right to access this recommendation letter.

Student Signature

Date

College Recommendation Letter Guidelines for Teachers (from College Admissions Officers)

Please keep this in mind.....

- **All letters of recommendation should be emailed to Michele DeLillo (mdelillo2@schools.nyc.gov). At no time should any student be allowed to see their letter of recommendation based on FERPA regulations.**
- Teacher letter should focus specifically on academics and it should be subject specific. Unless you also observed them as their coach or club moderator then you should describe your experience with them in that specific activity.
- Use at least one specific example from the classroom to demonstrate the student's curiosity, energy, independence of mind, helpfulness, resilience or kindness. If the student has done a project, paper, or some independent work in your class, you should describe that.
- When writing your letter, try to convey what would make another teacher want to have this specific student in class.
- If at all possible keep the letter to one page and use school letterhead.
- Discuss classroom behavior and style. Talk about the student within the context of your class.
- Present the student's strengths as well as areas in which the student is still growing. Address growth if you have taught the student in more than one course or have known the student for a significant period of time.
- Describe briefly the culture of your classroom in terms of your teaching style, expectations and types of assignments. You may want to include how long you have been teaching (i.e. In over five years as working as a guidance counselor, I have never seen such resiliency in a student).
- Understand that the recommendation letter is read with transcript in hand, your comments should support or explain the grade earned.
- Write one letter for each student that will go to several colleges and keep a copy for future reference, do not use the college's name in the letter of recommendation
- Please proofread your letter before submitting it to Michele DeLillo (spelling, grammatical errors, using the wrong name of student in letter)