Letter of Recommendation Request Form

**To make the process of receiving a letter of recommendation more efficient, please follow the instructions below:**

1. Letters of recommendation take time. *\*\*\*****Please allow at least 3 weeks to complete your request.*** *\*\*\**
2. Please attach your resume, brag sheet, and unofficial transcript to this form.
3. If the recommendation is to be mailed, please include an already addressed envelope with a stamp.
4. Be sure to email Mr. Britton a reminder 3-5 days prior to due date(s) to ensure your letter is submitted in time.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: (Senior, Junior, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPA(*Cumulative unweighted*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA(*Cumulative weighted*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to Mr. Britton: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date letter needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How should I contact you if questions arise? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How will Mr. Britton submit this letter of recommendation? *(If it is for college admission it will usually be via Naviance, but sometimes teachers are asked to print and place a letter in an envelope with their signature across the seal, other times they receive an email with instructions regarding how to complete an evaluation.)* *Please be as specific as possible!)*
2. What is this letter for? Be specific. If this is a letter for general scholarships, state that. If this is for a specific college, program, or scholarship be sure to include their information and letter requirements.
3. What is you intended major or area of study? Why?
4. What's your current life dream? Could be your ideal job, ideal environment, etc. Essentially, what/who do you want to be after college?
5. Why did you choose me to write your letter of recommendation?

1. List 3-5 word(s) that you feel describe you best as a person (This is the foundation of your letter so choose thoughtfully. Ideally many of these character traits will be demonstrated in the answers to the questions that follow):
2. Describe your favorite or most memorable moment in my class.
3. What was your proudest moment in my class. Why?
4. Describe your biggest failure in my class and how you recovered.
5. What impact did you have on the class? How did you make it a better place to be each day for me and/or other students?
6. Is there anything else I should know about you for the purposes of writing the best letter I can?