



Cooper Middle School

REQUEST FOR A TEACHER LETTER OF RECOMMENDATION FOR PRIVATE SCHOOL/ PROGRAM APPLICATION

Note to students: *You must speak with the faculty member and request the letter of recommendation in person.* If the faculty member agrees to write the letter, complete this form in its entirety and return it to the recommending faculty member.

Teacher(s) Name(s): _____ Date: _____

Student's Name: _____ I was/am enrolled in your _____ class

Thank you for writing a letter of recommendation on my behalf to 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 school or 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.

Student Signature _____ Parent Signature _____

I am applying to the following schools/scholarships:

Name of School/Program: _____ Date Due: _____

Email Address (if applicable): _____

Name of School/Program: _____ Date Due: _____

Email Address (if applicable): _____

Student: Please complete the questions below to ensure a more accurate recommendation to be written on your behalf.

1. Describe four of your strengths.

2. What are two things about you that your transcript and test scores don't show? Please include any activities that you participate in outside of school?

3. I believe that my best piece of work (paper, lab, oral presentation, etc.) that I did for your class was (specify your response in the appropriate spaces below for each teacher that you are requesting a recommendation):

ENGLISH:

MATH:

OTHER SUBJECT (please specify) _____:

4. I believe that I have experienced growth in your class because:

STUDENT: Please check all that apply for the requested completed letter/form:

_____ Please accept the **email invitation** online and upload your letter of recommendation to the school website (*most common*)

_____ Please email the recommendation to the email address provided

Email Address: _____