

Williamsburg Middle School

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

Note to students: *Please complete this form in its entirety and return it to the recommending faculty member. If you are requesting a recommendation letter from more than 1 teacher, please do not hand the same completed form to each teacher. By varying your responses, it will allow your teachers to write different letters of recommendation on your behalf.*

Teacher's Name:

Date:

Student's Name:

Thank you for writing a letter of recommendation on my behalf to the 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:

Name of School/Program:

Date Due:

Name of School/Program:

Date Due:

Name of School/Program:

Date Due:

Student: Please type your responses, full sentences, to the questions below to ensure a more accurate recommendation to be written on your behalf.

1. How have you changed as a student while attending Williamsburg Middle School?

2. What is your favorite class? Please describe the qualities of the class you enjoyed.

3. What motivates you? What is your passion?

4. Describe a time you have been challenged. How did you respond and what did you learn from it?

5. Describe a time when you went above & beyond in the classroom. How did you do it and how did you feel afterwards?

Extracurricular Activities:

1.

2.

3.

4.

5.

Awards/Honors Received

1.

2.

3.

4.

5.

Thank you!

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 mail it in the pre-addressed, stamped envelope that I have provided you (attached)

Please mail it in the pre-addressed envelope provided by the institution (attached)

Please return it to my school counselor

Other (delivery arrangements)