



GUIDANCE DEPARTMENT

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Teacher Recommendation Request Form

Instructions: Four weeks before the first application deadline, complete a *Teacher Recommendation Request Form* for each teacher you ask to write a recommendation. In order to help teachers write their recommendation, answer the questions on page two, and check with the teacher to see if they have their own individual questionnaire or would like any additional information. If you apply to additional colleges, please inform your teachers so they can update their Naviance accounts.

Name of Student: _____
First MI Last

Student Phone: _____ Student Email: _____

Name of Teacher: _____ Name of School Counselor: _____

Name of Student: _____
First MI Last

Student Phone: _____ Student Email: _____

In order to help your teacher write your letter of recommendation, answer the following questions as completely as possible. (Note: This page only needs to be filled out one time for each teacher.)

1. How long have you known this teacher and in what context? (i.e. teacher, coach, club advisor)

2. List the course(s) you took with this teacher. For each course, include the year in school and course level.

Name of Course	Year in School	Course Level

3. Do you have an intended major/area of study?

4. What about this teacher's class did you enjoy or find most interesting?

