

**SOUTH SIDE HIGH SCHOOL
REQUEST FOR LETTER OF RECOMMENDATION**

To: _____

Date: _____

From: _____

Email: _____

Thank you for agreeing to write a letter of recommendation for me. This form will provide some additional information to assist you in writing my letter.

_____ I will be applying to at least one school early action or early decision. Therefore, I will need to have all my supporting documentation submitted to the guidance office staff by the **second week of October** and I sincerely appreciate your time and effort in helping me.

You were my teacher for:

_____/Grade Level _____

_____/Grade Level _____

STUDENT: Please complete the statements below that are relevant to the teacher(s) you have asked to write a letter of recommendation for you. Speak with and give this completed form to your teacher(s) by **June 1st**.

- 1) What was most meaningful to you about being a student in this class?

- 2) Choose three adjectives that describe you. Give an example of how this describes you in the classroom for this teacher.

- 3) Describe the academic accomplishment in this teacher's class (major paper, science experiment, and/or artistic project) you are most proud of, and tell why you take pride in it.

Thank you, again, for taking the time to do this for me.

Student Signature _____

Teachers: Please retain a copy for your records, and also send it back to the students.

**Students: Send completed form to Ms. Steinberg in the Counseling Center at
csteinberg@rvcschools.org.**

School Counselor _____