



**Teacher Recommendation Tracking Form**

**\*\*Allow three weeks for teachers to complete recommendation letters\*\***

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Requested due date: \_\_\_\_\_

**Instructions to Student:**

1. Write a personal note below, requesting the teacher's help.
2. Include appropriate items on the checklist below and compile them in a mailer envelope; give to Mrs. Gibson for distribution.
3. Remember to thank your teacher. This is additional work they are doing on your behalf.

**Note to Teacher:**

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List all classes/years you have had with this teacher (e.g. "9th grade, Basic Science"):

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Gathered in an envelope, provide the teacher with these items, whether they are submitting your letter(s) electronically or by mail:

- \_\_\_\_\_ **This *Teacher Recommendation Tracking Form***
- \_\_\_\_\_ **A copy of your *Student Information Form***
- \_\_\_\_\_ **A copy of your *Student Activities Resume, optional***

If the teacher is submitting any of your recommendations by mail, please also provide:

- \_\_\_\_\_ Appropriate teacher evaluation form from the application, **printed**.
- \_\_\_\_\_ Business-sized envelope for each accompanying form. Address the envelope with your name, the teacher's name, and the name of the college.
- \_\_\_\_\_ Instruct the teacher to return the recommendation letter in the sealed envelope to Mrs. Gibson's mailbox.

Name of College/University:	Place a checkmark in this column if you sent an email link to the teacher to submit electronically	Place a checkmark in this column if you are enclosing a printed form for the teacher that will be mailed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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