Davidson Academy
Teacher Recommendation Request Form

Instructions

1. STUDENT: Complete the form carefully and include as much information as possible. Request letter at least 10 days before needed.
2. STUDENT: Ask the teacher personally to write the letter and then give them this completed form **at least 3 weeks before the letter is needed.**
3. TEACHER: Use this information to help write letters of recommendation; keep for your records

Student's Name:_____

Date Letter Needed in College Placement Office:_____

1. (Classroom Teacher) Describe an academic experience in my class that has been a highlight for you (a paper, project, a book, etc.):

2. (Coach, Arts Instructor, Organization Sponsor, etc.) Describe an experience in our organization that has been a highlight for you (situation, performance, game, leadership opportunity, etc.):

3. Which activities in or out of school have been most meaningful to you and why?:

4. List 3 words that your friends or family would use to describe you:

_____, _____, _____