

Teacher Recommendation Letter Worksheet

Dear teacher,

This document is created to help teachers gain enough information to write teacher recommendation letters for the seniors. If you agree to write a letter for the student, please keep this form for your own reference and sign on the teacher recommendation letter confirmation form.

Some notes:

- *Usually you will be invited by the student to upload your recommendation letter online. So please give your correct email address to the student.*
- *If the student does request paper copies of your letters, please print out your letter on the school letterhead; sign on the letter; put the letter in a school envelope, seal the letter and sign across the seal. You can get all the stationaries from the teacher affairs office in XMT. **You must hand the paper letters to the homeroom teacher but not the student.***
- *For UK colleges, please **email** your recommendation letter (.doc format) to **the student's homeroom teacher.***
- *In your letter, you can mainly comment on the student's performances in your class and his or her potential in the academic areas. You may also comment on other factors as listed in the student self-assessment form below. Specific examples are preferred in the letter.*

If you have more questions, please do not hesitate to contact the homeroom teacher of the student.

Thank you very much for your support!

College Counseling Office
SHSID

Name of the student (Please print): _____ Class: _____

Name of the homeroom teacher: _____

Email of the homeroom teacher: _____

Highest TOEFL score: _____

Highest composite SAT score: _____

Highest ACT score: _____

Student Self-Assessment

	Excellent	Good	Average	To be improved
Academic Achievement				
Intellectual Promise				
Quality of Writing				
Creative Thoughts				
Productive Discussion				
Disciplined Habits				
Maturity				
Motivation				
Leadership				
Integrity				
Reaction to setbacks				
Concerns for others				
Self-confidence				
Initiative				

Recommendation Letters Needed

Colleges	Intended majors	Upload online	No. of paper letters	Submission Deadline
In the U.S.				
In the UK				
In other countries or regions				

Students are strongly recommended to attach a resume and arrange an individual talk with the teacher.