

Teacher Recommendation Letter Confirmation

Dear teacher,

Please sign in the form below to confirm that you are willing to write a recommendation letter to assist the student's college applications.

Please make sure that **you have received the teacher recommendation letter worksheet** from the student and you have gained enough information from the student to write your letter.

If you have any questions in terms of the requirements or the procedures of college applications, please feel free to contact the homeroom teacher of the student or the college counseling office, office C on the 2nd floor of Xianmian Building by 64558295.

Thank you very much for your support.

College Counseling Office
SHSID

Student's name (please print) _____ Class _____

Teacher's Name	Teaching Subject	Teacher's Email	Teacher's Signature

Student can ask for **no more than THREE** subject teachers' recommendation letters.
Student please have this form completed and hand it to your homeroom teacher.