



Teacher Recommendation Form

Directions:

All 8th grade teachers at Hightower Trail Middle School and Dodgen Middle School have the Recommendation Form. Once the teachers receive the request below from the student, the teacher will submit the Recommendation Form. The Recommendation Form goes directly to the Admission Committee at Pope High School.

If your student selected a teacher for a recommendation OTHER THAN a current 8th grade teacher At Hightower Trail or Dodgen, please send the name and email address of that teacher to Lindsay.Barnette@cobbk12.org.

- 1. Open a new email and in the subject write "Globalization Academy Recommendation Request"*
- 2. Copy the content below and paste the content in the body of an email to the teacher you are requesting to complete the recommendation. Personalize all items in **red** and change the font color to black after completing the personalization.*

Pope High School Academy prospective student requesting letter of recommendation for Globalization Academy

Dear **[Mr. Ms. Mrs. Last Name]**,

I am a student in your **[XXX]** class this semester and am currently applying to the Pope High School Globalization Academy. As part of the application process, I have been asked to provide a letter of recommendation from a teacher, and I am hoping that you will consider completing the recommendation form for me. I thought to ask you because I have really enjoyed being in your class **[give an example of something you learned in the class]** and particularly appreciated your **[give an example of how they personally were helpful or impactful to you]**.

Thank you for your time and for considering my request!

Sincerely,

[First Name Last Name]