



Teacher Recommendation Information

Directions:

All 8th-grade teachers at Hightower Trail Middle School and Dodgen Middle School already have the Recommendation form. Teachers will submit the recommendation form once they have been contacted by you requesting them to complete a recommendation form on your behalf for consideration into the STEM Academy. The recommendation form is sent directly to the Admissions Committee at Pope High School.

For applicants currently attending other schools, please follow the same guidelines of selecting two (2) teachers, one (1) Math or Science and one (1) other current teacher of yours. Once you have formally asked the teachers if they would be willing to write a recommendation on your behalf, please email Thomas Moran to Thomas.Moran@cobbk12.org with their names and email addresses so he can send them the Recommendation Form to complete.

All applicants: To send your recommendation request:

1. Open a new email and in the subject line and write “STEM Academy Recommendation Request”
2. Use the appropriate template for the teachers you are requesting to make a recommendation on your behalf.
 - a. Copy the content and paste the content in the body of the 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.



Template 1: Email template to use for Hightower Trail and Dodgen Middle School 8th grade teachers

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

I am a student in your [XXX] class this term and am applying to the Pope High School STEM Academy. As part of the application process, I must 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 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 were helpful or impactful to you].

Thank you for your time and for considering my request.

Sincerely, [First Name Last Name]

Template 2: Email template to use for teachers OTHER THAN Hightower Trail and Dodgen Middle School 8th-grade teachers

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

I am a student in your [XXX] class this term and am applying to the Pope High School STEM Academy. As part of the application process, I must 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 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 were helpful or impactful to you]. If you agree to write the recommendation, a link to complete a recommendation form will be emailed to you from Thomas Moran (Thomas.Moran@cobbk12.org).

Thank you for your time and for considering my request.

Sincerely, [First Name Last Name]