



Teacher Recommendation Information

Directions:

For students currently attending Hightower Trail Middle School or Dodgen Middle School:

All 8th-grade teachers at these schools already have access to the Recommendation Form.

Once you contact your selected teachers to ask them to complete a recommendation for you, they will submit the form directly to the Admissions Committee at Pope High School.

For students currently attending other schools:

After you have asked your teachers if they are willing to complete a recommendation, email **Lindsay Barnette** at **Lindsay.Barnette@cobbk12.org**. In your email, include:

- Your **name**, and
- The **names and email addresses** of your two teachers.

Dr. Barnette will then send the Recommendation Form directly to those teachers.

How to Send Your Recommendation Request Email:

1. Open a new email.
2. In the subject line, write: **“Globalization Academy Recommendation Request.”**
3. Select the appropriate **email template (provided below)**.
4. Copy and paste the template into your email
5. Personalize all information shown in **red**.
6. Once personalized, change all red text to **black** before sending.



Teacher Recommendation Information

Template 1: For 8th-grade teachers at Hightower Trail and Dodgen

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

I am a student in your [XXX] class this term and am applying to the Pope High School Globalization Academy. As part of the application process, I need a recommendation, and I was hoping you would be willing to complete the recommendation form for me.

I wanted to ask you because I have really enjoyed being in your class, especially [give an example of something you learned or enjoyed], and I have appreciated your [give an example of how they were helpful or impactful].

Thank you for your time and for considering my request.

Sincerely,

[First Name Last Name]

Template 2: For 8th-grade teachers from schools OTHER THAN Hightower Trail or Dodgen Middle School

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

I am a student in your [XXX] class this term and am applying to the Pope High School Globalization Academy. As part of the application process, I need a teacher recommendation, and I was hoping you would be willing to complete the recommendation form for me.

I wanted to ask you because I have really enjoyed being in your class, especially [give an example of something you learned or enjoyed], and particularly appreciated your [give an example of how they were helpful or impactful].

If you agree to complete the recommendation, you will receive an email with a link to the form from Lindsay Barnette (Lindsay.Barnette@cobbk12.org).

Thank you for your time and for considering my request.

Sincerely,

[First Name Last Name]