

Recommendation Information Form

*Students please note: You will need to complete this sheet for each teacher from whom you are requesting a letter of recommendation. Teachers appreciate at least four weeks lead time.

Teacher: _____

Thank you for your willingness to write a letter of recommendation for me. The information provided on this sheet is intended to assist you in writing the letter. Your input is valued and appreciated.

Student Name: _____

Earliest Application Deadline Date: * _____

(*NOTICE TO TEACHER: Please upload your letter in Naviance at least one week prior to this date.)

I was in your _____

class(es) and my semester grades(s) were _____

ACADEMIC TRENDS / GROWTH:

Please identify a circumstance or experience in the class(es) that impacted your way of thinking and/or your growth as a student. What do you feel you gained from taking this class?

Tell about an experience from the class/subject that you feel shows your potential as a lifelong learner.

Describe a time you struggled in the class(es) and what steps you took to overcome the difficulty.

ENGAGEMENT IN THE CLASSROOM:

Describe an academic accomplishment (major paper, classroom dialogue, science experiment, and/or artistic project) from the class that you are most proud of and tell why you take pride in it.

What was a favorite memory from the class you were enrolled in?

List a few of your most distinguishing or admirable qualities (and how they relate to the class).

If you have any other information that may be helpful for your recommendation, or that you want emphasized, please share it here: