

**Letter of Recommendation
Student Information Form for TEACHER**

Your Name: _____ Today's Date: _____

Your email address: _____

Your Phone numbers (include cell): _____

Name and year of classes you took with me: _____

Final grade(s) you received from me: _____

Earliest Application Deadline Date: _____

Colleges you are applying to for admissions: _____

Name the 2 best assignments you did in my class, and explain why they were your best and what you learned. Please give a detailed explanation of the assignments to remind me of your topics.

1.

2.

Many colleges ask teachers to address the following three questions. Answer each question as you hope I will address it in the recommendation. Give specific examples from your performance in my class to illustrate.

How do you handle adversity, deal with pressure, or react to teacher feedback?

How do you display classroom leadership?

How do you contribute to the classroom?

Please circle four or five characteristics/qualities that describe you:

adventurous	frank	mature	sophisticated
alert	generous	natural	stable
articulate	gentle	neat	studious
athletic	happy	organized	strong-minded
clever	helpful	patient	tactful
cooperative	humble	perceptive	thoughtful
confident	humorous	poised	warm
creative	idealistic	practical	well-mannered
curious	imaginative	quiet	other _____
eager	impulsive	realistic	_____
easy going	independent	reliable	
enthusiastic	industrious	self-reliant	
exuberant	intelligent	shy	
flexible	kind	sincere	

List specific examples for 2 of the characteristics you circled above.

Other qualities or highlights outside of class I can include to illustrate my points about you; be sure to make it clear if there is something you wish me to emphasize that I might not immediately think to include. These include challenges you have overcome, special talents, activities, etc.

Please note: We recommend that students request no more than two teacher recommendations unless otherwise requested by the college or university. Please allow *at least 3 weeks* from the time your teacher receives this form and any other information to upload and send your letter of recommendation.