

Letter of Recommendation Student Information Form (Teachers)

Student Name _____

Student e-mail address _____

Student phone numbers (include cell) _____

Name and year of class(es) you took with me _____

Final grade(s) you received from me _____

List the 3 most important traits you hope I will address in the letter I write on your behalf. Give an example from my class to illustrate each of the traits you list.

1. _____

2. _____

3. _____

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. _____

Are there 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.

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.

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

2. How do you display classroom leadership?

3. How do you contribute to the classroom?

Submitting Recommendations

If your intended college has an option for online teacher recommendations, please sign up for that option. My e-mail address is: firstname.lastname@okemosschools.net

If the recommendation must be mailed, you must provide the name and address to which the letter will be sent.

Allow at least **4 weeks** from the time I receive this form to submit your recommendation.