

**NORWOOD HIGH SCHOOL
RECOMMENDATION REQUEST FORM
2014-2015**

Teacher: _____

Student: _____

STUDENT RESPONSIBILITIES

- ✓ **RECOMMENDATION REQUEST FORM** (Complete this blue form) - Include a list of ALL schools and their deadlines. Deadlines must be included!
- ✓ **TEACHER RECOMMENDATION QUESTIONNAIRE** (see reverse side) - This must be submitted to the teacher when requesting a recommendation.
- ✓ **RESUME** - Provided to teachers **two weeks** prior to any deadlines!
- ✓ **SELF- ADDRESSED, STAMPED ENVELOPES-** (OPTIONAL) Only for teachers sending materials in the mail
- ✓ **2 WEEKS NOTICE** - Teachers must have at least 2 weeks' notice for recommendations to be sent by deadline

Please remember to thank your teacher(s)!

LIST OF COLLEGES

	COLLEGE	DEADLINE	COMMON APPLICATION (WRITE 'YES' OR 'NO')
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

USE BACK OF THIS SHEET FOR ADDITIONAL COLLEGES

TEACHER RECOMMENDATION QUESTIONNAIRE

Student Name: _____

Teacher Name: _____

Class(es) Taken With Teacher: _____

CLASSROOM ASSESSMENT FOR TEACHER RECOMMENDATION

Please answer the questions below prior to requesting a college letter of recommendation. The information you provide will help teachers write a more informed recommendation. Please remember to thank your teachers. Teachers take a great deal of time writing these letters on your behalf. Thank you.

1. My intended college major is...
2. I believe I will be successful in this field because...
3. If you have ever participated in courses/programs outside of school hours that relates to your intended major or career interest, please list them here:
4. My best piece of work (paper, lab, presentation, etc.) in your class was...
5. My proudest moment in your class was...
6. What I found most challenging about your class was...
7. One particular moment/experience in your class that stretched my ability/imagination is...
8. I believe that I grew as a person/student in your class because...
9. Please list 5 adjectives that describe your role as a student: