

LETTER OF RECOMMENDATION INFORMATION FORM 2017-2018

GUIDELINES

- Consider asking teachers that have taught you in the past year or two or who have had you in several classes and know your academic abilities well. Please ask teachers who have taught you in your core courses (Math, Science, English, Social Studies and World Language).
- Speak with your teacher face to face to ask for your letter. Have them complete the request form and turn it into your dean.
- Complete as fully as possible this information form for your teacher and/or dean (if you need to make copies ask your dean). The more detail you give the better letter we can write!
 - Allow **2 WEEKS** for completion of your letter.
- Once you have applied to your schools, be sure to write a thank you note to anyone who provided you a letter of recommendation.

COMPLETE THE BELOW INFORMATION IN FULL

1. Your First and Last name

2. Your Cumulative GPA

3. Will you be using the Common Application when applying to ANY schools? (This is CRITICAL information for teachers. If you are using the Common App for even one college, your teachers must know this so they may complete an additional Common Application Teacher Evaluation.)

YES

NO

4. You will likely need to ask only 1-2 teachers for a letter of recommendation. List the names of two teachers below. Next to their names identify what class(es) you have (or have had) with the teachers and when (what year/semester)?

Teacher

Course

5. For teacher 1: Share some specific information about the class(es) you had with this teacher--name a unit, topic or assignment that especially interested you in the class. Is there a paper or project in this class that you were especially proud of? Did you try harder in this class than in other classes? If so, why?

6. For teacher 2: Share some specific information about the class(es) you had with this teacher--name a unit, topic or assignment that especially interested you in the class. Is there a paper or project in this class that you were especially proud of? Did you try harder in this class than in other classes? If so, why?

7. Write the names of ALL colleges to which you are applying.

8. What major(s) and career(s) are you considering?

9. What are your greatest academic strengths or skills that will help you be successful in college?

10. List five adjectives that you believe best describe you as a student.

11. Identify one accomplishment or success you have experienced as a SLP student. This accomplishment doesn't have to be something you've been formally recognized for. It can be a personal accomplishment.

12. List activities you've been involved in during high school (both at SLP and outside of school--in your community).

13. What are your favorite hobbies, activities or special interests OUTSIDE of school.

14. What two things would you like a College Admissions Committee (people who will be reviewing your application) to know about you?

15. Do you think your high school transcript accurately reflects your academic ability and effort through high school?

YES

NO

17. If you answered 'No' to the above question, can you offer some thoughts on why this is?

18. Are there any special circumstances, events or academic challenges (something you feel comfortable sharing) that have impacted your high school experiences or your high school grades?

19. Are there additional things you want your teachers or dean to know that may assist them in writing a recommendation for you?
