

## Student Instructions:

**Student:** When requesting a letter of recommendation from a teacher, be aware to:

- Think of **teachers who know you well.**
- **Student Information Work-Sheet**
  - **Fill out** the work-sheet as completely as possible
  - Not all sections may apply to every student
  - Fill out one work-sheet per reference letter requested
- **Written Statement**
  - **Create** a written statement describing yourself by including:
    - Your academic interests / plans for the future
    - Your strengths
    - Attitude and/or skills which may help you be academically successful in your post-high school plans
  - **Attach** your written statement to this worksheet
- Make an **appointment to ask the teacher / teachers** to write a letter of recommendation for you.
  - Plan ahead to meet your timeline
  - Allow each teacher 10-14 days for the completion of the letter
  - **DO NOT** assume the letter will be completed if you leave the request in the teacher's mailbox.
  - Make sure you make a personal contact with the teachers
- **During the appointment provide:**
  - A self addressed, stamped envelope
  - Completed information work-sheet
- **Thank You Letters:**
  - Write a short "Thank You" letter (note) to the teachers who have supported you and provided a reference letter
  - "Thank You" letters (notes) may be e-mailed to the teachers utilizing their school e-mail addresses

## Faculty Instructions:

**Please Note:** In order to assist you with a meaningful letter of recommendation, the student has been asked to fulfill their responsibilities.

- **Student's Responsibilities:**
  - A completed Student Information Worksheet (opposite side)
  - Addressed, stamped envelope
- **Student Criteria** you may wish to consider:
  - Scholastic ability
  - Motivation
  - Reaction to Criticism
  - Initiative
  - Emotional Stability
  - Personality
  - Integrity
  - Cooperation
  - Maturity
  - Leadership Qualities
- **Other Considerations**, you may wish to include:
  - Examples or Anecdotes
    - Illustrating the student's character
    - Illustrating the student's judgment
  - Accuracy of "First-Impression"
    - Do you feel the same?
    - Why?
  - Why this particular school is a match for the student
  - Other faculty members comments / input
  - Comparison w/ previous candidates
- **Personal Information:**
  - Phone Number – for further information about this student
  - High School contact information
- **Additional Copies:**
  - Xerox a copy in case another letter is needed for this student

## Reference Letter Request Form:

### Student Information Worksheet



**Suffield High School**  
**1060 Sheldon Street**  
**West Suffield, CT 06093**  
**Phone: 860-668-3810**

# Student Information Worksheet

<b>Name:</b>	<b>Student's Name</b>	<b>Date:</b>	<b>Today's Date</b>
<b>Address:</b>	<b>Student's Home Address</b>	<b>Phone:</b>	<b>Student's Phone</b>
<b>Letter to be Addressed To:</b>	<b>"To Whom It May Concern:"</b>		
<b>Future Goals:</b>	<ul style="list-style-type: none"><li>– Education</li><li>– Employment / Employment that will utilize education completion</li></ul>		
<b>Plans for College or other Post – High School Education Training:</b>	<ul style="list-style-type: none"><li>– Field of study</li><li>– Other field of study's that may be of interest</li></ul>		
<b>Awards &amp; Honors:</b>	<ul style="list-style-type: none"><li>– Awards inside / outside of school</li><li>– Accomplishments</li></ul>		
<b>Special Interests, Hobbies &amp; Talents:</b>	<ul style="list-style-type: none"><li>– Interests</li><li>– Hobbies</li><li>– Talents</li></ul>		
<b>School Clubs &amp; School Service Organizations:</b>	<ul style="list-style-type: none"><li>– School Clubs &amp; dates attended</li><li>– Organizations involved in &amp; dates involved</li></ul>		
<b>Non-School Activities (Church, Community, Employment, etc.):</b>	<ul style="list-style-type: none"><li>– Church Activities (Participation of, Name of organization &amp; Dates Participated)</li><li>– Community Activities (Participation of, Name of organization &amp; Dates Participated)</li><li>– Employment (Role as Employee, Employer Name &amp; Dates Participated)</li></ul>		
<b>Student Government / Athletic Teams:</b>	<ul style="list-style-type: none"><li>– Athletic Team (Role on Team, Name of Athletic Activity &amp; Dates Participated)</li><li>– Student Government (Role on Student Council, Name of Council &amp; Dates Participated)</li></ul>		

**\*Remember to attach your personal statement before giving this form to the person you'll be requesting a letter from!**