

STUDENT RECOMMENDATIONS PROCESS

Many colleges will require additional teacher recommendations. Students are requesting that teachers take their time to complete these recommendations and occasionally the teachers may have to refuse for a variety of reasons. It is in the student's best interest to make this request at a time when he/she and the teacher can discuss the completion of the form, such as before or after school. Though some applications specify that a particular current subject teacher must complete the forms, others allow the students to choose the teachers. **The student should select a teacher who knows enough information about him/her as an individual to describe him/her well.**

For the teacher to present as strong a picture of the student as possible, it is extremely important that the student provide accurate information about himself. Students should complete the Student Profile Sheet and provide to the teacher(S). A personal resume including activities, home, etc. can substitute for the student Profile Sheet. At least **one month** before the applications are due, students should give teachers these completed forms and request letters through *Naviance Family Connection*.

Recommendation Request Form

Student Name	Grade and Section	Date
Recommending Teacher	Homeroom Teacher	

Please fill in the names of the institutions for which the recommendations are to be completed and the due date for each.

Institution	Due Date	Date Sent
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Student Recommendations Process

Student Profile Sheet

For the teacher to present as strong a picture of the student as possible, it is extremely important that the student provide as much accurate information about him/herself as he/she can. The student should complete any and all of the items below which pertain to him/her.

Student Name

Address

Teacher's Name

Course

SUBJECTS	Course 9th	Course 10th	Course 11th	Course 12th
English				
Math				
Social Studies				
Science				
World Language				
Elective				

ACTIVITIES

List activities to which you have contributed time and energy.
Have you held positions of responsibility? What honors have you won?

In School	
Out of School	
Work Experience	
Volunteer Service	

Student Recommendations Process

Student Profile Sheet - continued

Post high school plans, possible intended major/career goals, any experiences the student has had in the field:

PERSONAL ASSESSMENTS:

Strengths:

Talents, interests, leisure time activities:

OTHER PERTINENT INFORMATION:

What do you consider your strength in this course? For example, did participation independent study, group work, projects, reports or other areas show your best effort, creativity or leadership characteristics?

Have you done any independent projects or additional work related to the subject? Explain.

Is there some special anecdote about you or some unusual experience that you have had that will help the teacher to know you better?