

The Supplemental Information Form (SIF)

TEACHER ADVISOR (TA) REQUEST for INFORMATION

Student Instructions: Fill in top of this form, and give to the teacher, coach, employer, etc. who can supply helpful information to your TA to complete and return to your TA. **Emails to TA ok.** Remember to thank all who help you.

ONCE REQUESTED, THIS INFORMATION IS CONFIDENTIAL AND AVAILABLE ONLY TO THE TA.

To: _____ (Teacher) (or other adult)	From: _____ (Teacher Advisor)
Re: _____ (Student)	Does this TA prefer e-mail replies if possible? _____
	TA's e-mail address: _____ (if preferred and possible)

Applying to (colleges and/or jobs): _____

Student list of papers, projects, presentations, accomplishments, etc.: _____

Teacher or other adult: Please give me some **SPECIFICS** to include in the recommendation for this student.
YOUR INPUT WILL BE A GREAT HELP TO ME.
COMPLETE THIS HANDOUT OR EMAIL ME – **THE FORM DOESN'T MATTER, THE INFORMATION DOES!**

Please reply by end of **May** to allow me to write the student's recommendation during the summer. *THANK YOU!*

a) I have taught/know this student _____ years in _____ (subject/activity)

b) The first words that come to mind when I think of this student are: _____

c) Please add quotable comments and stories. You may use the back of this sheet. Examples of topics:

- **Papers**, term papers, research, tests
- **In-class** participation
- **Presentations**, simulations
- **Projects/exhibitions**
- **Out-of-class encounters**, after class, on/off campus, with friends, sports, music, jobs...
- **Images** or particular behaviors you recall
- **Friends**
- **Anecdotes**: ways student related to others, extra efforts, willingness to volunteer, special talents or passions, role in the class...
- **Community** involvement, volunteer efforts

If you need additional SIFs, you can print more at paly.net