



# TEACHER REQUEST FORM

## Academic Information Sheet for Letters of Recommendation

In preparing your letter of recommendation we want to provide the colleges with an overview of your academic background and achievement. We need your candid thoughts on the following topics. Please be honest and specific. Be sure to complete every question. The information you provide will be shared with the teacher who will be writing your recommendation. Remember to give the teacher at least **TEN BUSINESS** days to write a recommendation. Please make sure your handwriting is neat and legible.

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_

1. Which College/University are you applying to AND date you need letter of recommendation by? Be sure to include what method of submission is being used.

College/University	Date Needed	Application Submission Method (Common App, Coalition, etc.)	Have you sent an email to the teachers and counselors who need this information?	Do they need a printed copy sent? Sealed? or just printed?

2. Scholarship request:

Scholarship Name	Date Needed	Where does it need to be sent? Mailed or email? (Provide proper information)

\*If other scholarship opportunities arise later, send an email to teachers/guidance in an appropriate time frame\*

3. What are 3 words that describe you and why do you think those words best describe who you are?
4. What are your academic strengths? Please list and explain 2-3.
5. What clubs at Northern High School (and role in club if applicable) are you a member of? Please write out the full name of the club and how many weeks/months/years you have been a member.
6. What extra-curricular activities are you a member of? How many weeks/months/years you participated in this extra-curricular activity? (community service, summer camps, jobs, scouts, etc.)
7. List two teachers/mentors who have made an impact on your education and share a brief story on how they impacted you. What valuable lesson have you learned from these specific teachers or mentors? (If the teacher that is writing your letter is not part of the two teachers/mentors mentioned, share a story or memory from their class.)
8. What major in college are you thinking about pursuing? What are your career goals? A life goal? (can be general or specific) Who are 2 people you can count on to support you to help reach these goals?

9. What is one aspect of yourself you would emphasize if you were writing your own letter of recommendation? Use examples or an anecdote to explain.

10. Below list any awards you have won: academic, in the community, sports/extracurricular.