Teacher Information Sheet (for teacher letters of recommendation)

Student Name:

Teacher Name:

Providing the following information will assist in writing a letter of recommendation for colleges and scholarships. The more thorough you can be in your responses, the more in-depth the letter will be. Please complete the form and return to the teacher in plenty of time for them to meet your application deadline. (Allow at LEAST 10 days)

****GIVE THIS FORM TO THE RECOMMENDING TEACHER, NOT THE COLLEGE CENTER****

1. Why have you asked for a letter of recommendation?

2. What did you enjoy most about my class(es)?

3. What topic, unit, concept, etc. was most difficult for you and how did you master it?

4. What was your favorite topic/unit/project, etc. we discussed in class and why?

5. Was there anything in my class that was particularly challenging or eye-opening?

6. What have you demonstrated in my class that you feel deserves notability or praise? Consider your contributions to class discussions, performance during critiques or class presentations. How did you better the class community?

7. How have you demonstrated independence, initiative, responsibility, and maturity in class?

8. What experience do you have in your intended field of study? (workshops, internships, etc.)

9. Please share anything else that might prompt my memory of our time together.

10. Is there anything specific you want me to be sure to address in the letter?

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