

Make a copy of this google doc so you can type on the document and share it with your teacher.

HINSDALE CENTRAL HIGH SCHOOL

TEACHER RECOMMENDATION REQUEST FORM

Please see your teachers in person to make the request in the spring of your junior year. Then follow up with them in person in the fall of senior year to confirm they have everything they need to write your letter.

Complete the following questions with **thorough, thoughtful** responses to help your teacher prepare a thorough and thoughtful recommendation letter on your behalf. Some teachers may also have developed their own specific questions that will help them highlight strengths or growth you have demonstrated in their class. Make sure you ask your teachers what they need from you.

Type your responses and provide this completed form to your teacher(s) a.s.a.p. or at least **3-4 weeks** prior to the first application due date.

It is your responsibility to follow up with your teachers to ensure your recommendation letters have been submitted.

NAME:: _____ ID# _____

TEACHER: _____ First deadline: _____

Note to Students: Recommendation letters are not shared with students. Colleges prefer to receive letters that are confidential; this means letters that advocate for students and highlight their best qualities are honest and candid.

1. What specifically about this class and or teacher made you decide to ask him or her for a letter of recommendation?
2. What is the achievement or assignment you are most proud of during this class?
3. How did this class help you grow as a learner?

4. What did you find most challenging about this class? (specific content? a specific assignment or project? expectations? format?) How did you respond to the challenge?

5. What areas did you work hard to improve during this class?

6. What ideas, understanding, and knowledge did you take away from this class?

7. Describe something about the way you prepared for or performed in this class that your teacher might not have been able to observe but that you think says something positive about you?

8. Did you have a favorite assignment, activity, routine, or content, etc. in this class? What was it and why did you find it especially engaging or enjoyable?

9. What is something about you that your teacher might not know? – community involvement, musical talent, leadership skills, activities, etc or career plans?

10. Do you currently have a college major in mind?