

Student Questionnaire for Teacher Letter of Recommendation

Purpose: This document will be used by your teacher as part of submitting a recommendation on your behalf. Please make a copy of this document, fill it out, and share it with the teacher you are asking to write you a letter of recommendation. It is important that you pick a teacher that knows you well even if that was from 9th or 10th grade. The better you do filling out this form, the better the teacher will be able to do writing a letter for you. Please spend some time thinking about these questions and answer them as completely as possible.

Demographic Information:

Student's Full Name:

Student's Email Address:

Recommendation Information:

What do you need the letter of recommendation for? (Common application? Scholarship notebook? Other?):

When is your first due date?:

How many different letters of recommendation do you need, and who have you asked to do them?:

Class Information:

List the name of the courses you took with the teacher and the grade you were in when you took the courses (9th, 10th, 11th, 12th—Honors/AP?):

List three adjectives that you would use to describe your performance in their class and share an example of a time you demonstrated these characteristics in class:

- Examples: Academic achievement, intellectual promise, quality of writing, creative and original thought, productive class discussion, respect accorded by faculty, disciplined work habits, maturity, motivation, leadership, integrity, reaction to setbacks, concern for others, self-confidence, initiative, and independence.

Choose two of the following prompts to respond to:

- Why do you want them to write a recommendation for you, and what was it about your experiences in their class or your interactions with them that led you to request a letter of recommendation?
- Describe a lesson, unit, or project in the class you enjoyed and why you enjoyed it or were proud of the work you completed.
- What do you believe were your strengths in their class that you would like them to highlight (please use specific examples)?

What are your post high school plans? If you are planning on attending university, what do you plan on studying?

Additional Information:

Use this space to share any additional information with your teacher. Include significant factual information about you, your personality, your hopes for the future, or perhaps unusual family circumstances (illness, strong parent support, travel, changes in school due to moving) that impacted your performance in classes you had with this teacher. Is there any information you would like for them to emphasize in the recommendation to help colleges make a more accurate appraisal of your academic performance.