

## NORWOOD HIGH SCHOOL RECOMMENDATION REQUEST FORM

Teacher: \_\_\_\_\_

Student: \_\_\_\_\_

### STUDENT RESPONSIBILITIES

- ✓ **RECOMMENDATION REQUEST FORM** (Complete this form) - Include a list of ALL schools and their deadlines. Deadlines must be included!
- ✓ **REQUEST TEACHER RECOMMENDATION THROUGH NAVIANCE** - Go into "Colleges", click on "Colleges I'm Applying To" and scroll to the bottom where you'll see "Teacher Recommendation". Add the teacher' name (there will be a drop down menu that you can select from).
- ✓ **TEACHER RECOMMENDATION QUESTIONNAIRE** (see reverse side) - This must be submitted to the teacher when requesting a recommendation.
- ✓ **RESUME** - Provided to teachers **two weeks** prior to any deadlines!
- ✓ **SELF-ADDRESSED, STAMPED ENVELOPES** - (OPTIONAL) Only for teachers sending materials via mail.
- ✓ **2 WEEKS NOTICE** - Teachers must have at least 2 weeks notice for recommendations to be sent by a deadline.

*Please remember to thank your teacher(s)!*

### LIST OF COLLEGES

	COLLEGE	DEADLINE	COMMON APPLICATION (WRITE 'YES' OR 'NO')
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IF NEEDED, USE EXTRA PAPER FOR ADDITIONAL COLLEGES

# TEACHER RECOMMENDATION QUESTIONNAIRE

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Class(es) Taken with Teacher: \_\_\_\_\_

## CLASSROOM ASSESSMENT FOR TEACHER RECOMMENDATION

Please answer the questions below prior to requesting a college letter of recommendation. The information you provide will help teachers write a more informed recommendation. Please remember to thank your teachers. Teachers take a great deal of time writing these letters on your behalf. Thank you.

1. My intended college major is:
2. I believe I will be successful in this field because...
3. If you have ever participated in courses/programs outside of school hours that relates to your intended major or career interest, please list them here:
4. My best piece of work (paper, lab, presentation, etc.) in your class was...
5. My proudest moment in your class was...
6. What I found most challenging about this class was...
7. One particular moment/experience in this class that stretched my ability/imagination is:
8. I believe that I grew as a person/student in this class because...
9. Please list 5 adjectives that describe you as a student/person: