

**St. John the Baptist Diocesan High School
School Counseling Department
Request for Teacher Recommendation**

Students Name: _____ Teachers Name: _____

Date Submitted: _____ Course(s): _____

Student Directions: Ask your teacher either in June or September if they would be willing to write a letter of recommendation for you. If the answer is YES:

1. On a separate sheet of paper, type your answers to at least five (5) of the following questions listed on the reverse side of this sheet, in well developed, organized paragraphs.
2. Please indicate below when your earliest application deadline is and follow the deadlines. If unsure, assume it will be November 1st.

Please Circle:

FIRST APPLICATION DEADLINE	STUDENT MUST REQUEST LETTER FROM TEACHER BY	TEACHER SHOULD UPLOAD LETTER AND COMPLETE COMMON APP TEACHER EVALUATION BY:
November 1st	September 14th	October 15th
November 15th	October 1st	November 1st
December 1st	October 15th	November 15th
December 15th, January 1st	November 1st	December 3rd

The first college I plan on applying to in the fall will be

Application Type (Check one): Early Decision Early Action Regular Decision

3. Give this sheet and your answers to the questions to each of your two teachers According to the chart above.

Teacher Information: *Your unique observation of this student is an integral component of the college application process.*

In accepting this task, please be aware that this student has a deadline for all application materials. The first deadline date that is indicated above allows for processing, and is 10 School Days prior to the deadline date indicated in the college admissions office.

Upon completion of your letter, please upload in NAVIANCE and complete the Common App teacher evaluation form. Letters for the upcoming year can be uploaded in August upon receipt of notification from the Counseling Office.

To the Student:

Please answer five of the following questions to help your teacher write his or her letter of recommendation. Retype the question on another sheet of paper and answer each one with a well organized paragraph.

1. As you consider the required readings for this class, which did you enjoy? Why?
2. I believe that the best piece of work (paper, lab report, oral presentation, group project, etc.) that I did in your class was...
3. The particular moment or experience that challenged or stretched me the most in your class was...
4. Indicate an instance when you were a strong collaborator in a group project.
5. My proudest moment in your class was...
6. What I found to be the most challenging about this class was...
7. I believe I grew in your class because...
8. I served as a leader in this class in the following ways...
9. Cite an instance when you were an effective communicator in this class. In a writing assignment? In an oral presentation?
10. In retrospect, what could you have done to make this class more meaningful to you?
11. Evaluate your time management skills and your daily preparation for this class.
12. If you were writing this letter of recommendation what other information would you include?