**Student Name: _____**

## GUIDELINES FOR STUDENTS REQUESTING RECOMMENDATIONS

1. Ask your teachers in person for recommendations well in advance of all deadlines (at least 2wks notice).
2. Choose teachers from your junior or senior year who know you well, who may have taught you more than once, or who sponsor activities in which you are involved.
3. [illegible]

a copy of the recommendation in case you need one for additional

ommendations than are requested unless you check with your counselor first.
om people who do not know you well. Avoid letters from influential people if
ersonally.
you note to the teacher.

***Student Information Sheet for Teachers***

For info only; not to be used in letter.

1. Class Rank_____Weighted GPA_____Unweighted GPA_____
2. Highest SAT scores to date: Critical Reading_____Math_____ Writing _____
3. Highest ACT scores to date: EN____Math____Rdg___Sci Reason.____Composite_____
4. Below, list the colleges/scholarships you are applying to, due dates for recommendations, and directions for either online, mailing, or pick-up, (circle one: O, M or P)

| | |
|---|---|
| O/M/P | O/M/P |
| O/M/P | O/M/P |
| O/M/P | O/M/P |
| O/M/P | O/M/P |
| O/M/P | O/M/P |

5.List your academic strengths:

6.List your personal strengths:

7.Describe your most memorable academic experience in the teacher's class:

8.What are the most important things you learned in the teacher's class?

9.What would you like the admissions committee to know about you?