

## STUDENT INPUT FORM – TEACHER RECOMMENDATION LETTER

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Need letter done by \_\_\_\_\_ Course(s) \_\_\_\_\_

**Student:** In order for your teacher to provide the most valuable recommendation, some information from you is helpful. Please *thoughtfully* answer the questions below to assist your teacher as he/she writes your letter.

1) Name something important you learned and/or something you particularly enjoyed in this class.  
Describe a special project, class event, group interaction that made a difference to YOU. Be specific.

2) Describe any challenges that you had to overcome in order to succeed in this class.

3) What study skills did you utilize in this class? How did you improve as a student?

4) How will you use what you learned in this class?

5) What is your intended college major?

6) Which colleges are you applying to and why?

## Teachers:

### Thank you so much for helping our students by writing a letter of recommendation.

Below is some information for you to consider as you compose your letter. The answers to these questions provide the kind of information that college admissions counselors want to hear from teachers.

#### A suggested format for a teacher letter is:

##### **Introduction paragraph:**

- Introduce yourself, your course, how long you have known the student and in what capacity.

##### **Body of the letter:** (See below for questions to answer in each of these categories.)

- Paragraph describing *academic* strengths and abilities
- Paragraph describing *character and personality* traits
- *Optional* paragraph relating a special anecdote or additional information

##### **Conclusion paragraph:**

- Reiterate your main points and stipulate your recommendation.

#### Academic questions:

\*How did you see the student develop academically in your course?

\*Was the student willing to take intellectual risks? Did he/she go beyond the normal class experience?

\*What motivates this student?

\*Can you comment on the student's ability to:

Analyze?

Communicate?

Solve complex problems?

Offer insight?

Apply what he/she learned?

\*Describe the student's writing ability and style.

\*Does the student have good creative abilities? Is he/she imaginative?

\*How does the student contribute to class discussion?

\*Comment on the student's work habits and organizational skills.

#### Character and personality questions:

\*Does the student demonstrate maturity? Integrity? Self-confidence? Responsibility?

\*How does he/she react to setbacks or failure?

\*Does the student demonstrate concern for others?

\*Describe the student's work ethic and energy level.

\*Does the student demonstrate initiative and independence?

\*Does the student demonstrate leadership in the classroom? During labs? Presentations? Group work?

#### Optional considerations:

\*Do you know of any extenuating circumstances which affected the student?

\*Did the student have to overcome an obstacle in your class?

\*What will you remember most about this student?

## **Dos and Don'ts:**

DO offer *specific* evidence to support your comments and observations. Personal anecdotes are encouraged.

Glowing superlatives are effective *only when* backed up with examples.

DO open and close with strong, clear statements.

DO rate the student in comparison to his/her peers.

DO comment on the student's potential as well as past achievements.

DO type your letter on High Point letterhead and upload to Naviance.

DO complete the Common App Teacher Evaluation in Naviance, as well.

DO check in with Guidance if you have *any* questions.

**DON'T** provide academic statistics such as GPA, rank, test scores.

**DON'T** list activities unless you served as the advisor or coach.