

Recommendation Information Form

Recommending Teachers: 1. _____ 2. _____

NOTE TO STUDENT

Many colleges and universities often require recommendation letters from teachers and counsellors. The information you provide on this form will be used to help the writer in preparing your letter. The more detailed you can be, the better a letter he or she will be able to write. Please print your responses neatly as you should photocopy this form and give one to each person you have listed on the upper right hand corner of this page. Remember you are responsible for requesting a recommendation personally from each person you list on the form and then through Naviance. Recommenders may require that you interview with them before they write a letter so be sure to give them sufficient time to meet college deadlines.

NOTE TO TEACHERS

Recommendation letters provide important support for student applications. I suggest that you focus on specific observations of activities, projects, or talents that you can support with anecdotal comments. Since writing ability is an important consideration in applications, any comments that can be made about a student's ability to use language would be appropriate. ***Please return your completed recommendation to the Counselling Office via hard copy and email attachment so I can keep a copy on file.*** Keep a copy for yourself, as you may have to upload it on Naviance. This is a confidential recommendation. If you have any questions or concerns about how best to proceed, please feel free to stop by the Counseling Office for additional information.

Student Name: _____ **Nationality:** _____
Grade: _____

1. Describe the type of college or university you are seeking. (Location, size, private/public or list school to which you know you will be applying.)

2. What are your educational objectives? If you have decided on an academic major, please include it here.

3. Please describe what you think your might be doing in 5 years from now.

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EDUCATIONAL HISTORY

1. If you had high school to do over again, what might you do differently?

2. What subjects have been the most difficult for you and why?

3. Is your high school record/transcript an accurate measure of your ability and potential? Please comment on any circumstances that may have interfered with your academic performance?

4. List extracurricular activities outside of school: leadership positions you have held and any academic awards or honours you have earned with your academic performance.

5. Which school or non-school award or activity has been the most meaningful to you and why?

6. What activities do you participate in outside of school? (For example; hobbies, volunteer work, etc.)

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SELF-APPRAISAL

1. What is your greatest strength?

2. What is your greatest weakness?

3. Note anything else about yourself that you think should be included in a recommendation.

Student Access Statement: You do not have access to the recommendation that your teacher will write for you. This is non-negotiable.

Signature: _____

Date: _____

(You can add additional information on the reverse or on separate sheets if necessary)