

HINSDALE CENTRAL HIGH SCHOOL TEACHER RECOMMENDATION REQUEST FORM

Please complete the following information to assist your teacher in preparing a thorough and thoughtful recommendation letter on your behalf. Answers to these questions will provide your teacher with useful information for your letter. This will help your teacher to focus on writing a personalized letter for you; however, your teacher may also have developed specific questions based on his or her class or based on a required project you may have had to complete.

Please type your responses in a word document so it will be easy to read. Keep a copy on your computer for your records.

Student Instructions:

1. Provide this completed form to your teacher(s) a.s.a.p. or at least **3-4 weeks** prior to the first application due date.
2. Complete the top portion of any required teacher recommendation forms, list below, and attach to this form. Also attach a copy of your self – survey.
3. It is your responsibility to follow up with your counselor to ensure your recommendation letters have been submitted.

Processing your letter:

- A. Give _____ copies to my counselor, Mr./Mrs. _____
- B. Other Instructions: _____

NAME: _____ ID#: _____

TEACHER: _____ DATE: _____

COURSE(S): _____ YEAR/SEMESTER: _____

School Information to help you as you complete the forms.

Hinsdale Central High School
55th and Grant Streets
630-570-8000 phone
630-887-9518 fax
xxxxxxx@hinsdale86.org

(8 letters, one letter from first name, then up to 7 letters of last name)

COLLEGES/UNIVERSITIES IN ORDER OF APPLICATION DEADLINE:

<u>COLLEGE/UNIVERSITY</u>	<u>DEADLINE</u>	<u>COMMON APP=CA</u> <u>SPECIAL FORM ATTACHED =SF</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Please use the back space for additional Colleges/ Universities

Note to Teachers: Please return your completed letter of recommendation (along with any teacher recommendation forms) to the student's counselor unless other instructions have been identified. The counselor will mail all school documents together. Your time and effort is greatly appreciated.

Note to Students: Typically, when counselors receive a letter of recommendation for you from your teacher, your counselor does not have permission to share the letter with you. This allows a teacher to honestly express his or her opinions about you, thus helping to set you apart from your classmates.

1. What specifically about this class and or teacher made you decide to ask him or her for a letter of recommendation?
2. What qualities of educational techniques of this teacher have made your classroom experience valuable?
3. How did this class help you grow as a learner?
4. What was the achievement or assignment you are most proud of during this class?
5. What areas did you work hard to improve during this class?
6. What ideas, understanding, and knowledge did you take away from this class?
7. Tell me something about yourself that I don't know already – community involvement, musical talent, leadership skills, activities, etc or career plans?
8. Do you currently have a college major in mind?

