

# KINNELON HIGH SCHOOL GUIDANCE/COUNSELING DEPARTMENT

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## Teacher Recommendation Request Form

Student Name \_\_\_\_\_ Counselor \_\_\_\_\_

Teacher \_\_\_\_\_

**INSTRUCTIONS TO STUDENT:** Select a teacher who knows your work and you feel could write a good letter of recommendation (SOME RECOMMENDATIONS MUST BE FROM A SPECIFIC DEPARTMENT SO READ APPLICATION DIRECTIONS CAREFULLY). Ask the teacher to write a letter for you well in advance of application deadline date.

Answer the following questions; responses can be completed by attaching separate sheets or can be completed online through the Kinnelon High School Guidance/Counseling Department website. You may also want to provide teachers with a copy of your **activity resume**, which is also attached or can also be completed online. Provide completed forms to teachers at the end of the school year or early in September. Teachers are then encouraged to forward completed letters of recommendation to Mrs. Poland, Guidance Secretary, or you may provide teachers with stamped addressed envelopes so that they may forward recommendations directly to schools of application.

**Explain why you have selected this particular teacher to write your letter of recommendation.**

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**What did you accomplish in this class that you feel represents your best effort?**

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**How would you characterize your achievement in this course?**

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**Provide examples which demonstrate how you did more than just what was asked of you in this particular class.**

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What are some examples of where you have worked well with other students.

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**In relation to this particular class, give examples to describe:**

**a. initiative, self-motivation, and responsibility level**

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**b. originality and creativity**

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**Colleges to which I might apply:**

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**I am considering Early Decision: \_\_\_\_\_yes \_\_\_\_\_no**

**Possible Career/Future plans:**

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**Teachers:**

**Please give your completed letter to Mrs. Poland in the Guidance/Counseling Office.**