Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capstone Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course/Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Type (select all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Early Decision College Admission |  | Scholarship Application |
|  | Traditional College Admission |  | Other (Please explain) |

**Student Directions:** To prepare for your teacher recommendation requests, please complete the following tasks:

* Meet with the teachers you are planning on asking and communicate why you think they should write you a letter. **Submit this form** to them **along with a copy of your resume/brag sheet.** Complete this task **at least two (2) weeks prior to the requested due date.**
* Compose your responses to the following prompts/questions.
* Thank your teacher!
* Provide your teacher with a stamped, addressed envelope and/or the form specific to the college or scholarship for which you are applying.

*These questions must be answered completely in order to be considered for recommendation. Thorough responses demonstrate your ambition to be a successful college candidate. Choose at least three (3) of the questions below. Retype the question or use another sheet of paper and answer each one in a well-developed, organized paragraph.*

1. Explain why this recommendation should be written for you. List three adjectives to describe yourself as a student in this class. Provide examplesto illustrate them. *(You* ***may not*** *use hardworking, respectable, and dedicated*.)
2. As you consider the required reading for this class, which did you enjoy? Why?
3. Describe the best piece of work (paper, lab report, oral presentation, group project, etc.) completed in this class.
4. Explain a particular moment or experience that challenged you in this class.
5. Describe a particular instance when you were a strong collaborator in a group project.
6. Cite an instance when you were an effective communicator in this class? In a written assignment? In an oral presentation?
7. Describe a particular assignment or skill in which you excelled during the year. Whydo you think you reached success in these areas?
8. In retrospect, what could you have done to make this class more meaningful to you?
9. What makes you unique in comparison to other students with similar achievements.
10. Evaluate your time management skills and your daily preparation for this class.

**Teacher Information:** *Your unique observation of this student is an integral component of the college application process. In accepting this task, please be aware that this student has a deadline for all application materials indicated above. Upon completion of your letter, please provide a copy of the letter/recommendation form to the counseling office in addition to providing the student with a copy.*