

College Recommendation Information

I will be able to write you a letter of recommendation **ONLY** if you:

- Received at least a B+ in my class at the **end** of the marking period or semester.
- Have no outstanding obligations for myself or any other staff member (detentions, textbooks etc.)
- Have had no disciplinary issues in my class
- Were one of the first 10 students to request a letter during the school year
- Make sure you **REQUEST** a letter from me on Naviance **AFTER** you finish all of your applications. If I don't receive a request on Naviance, I can't send your letter.

If all of the above are in order, ask me before you respond to this questionnaire to make sure that you are within my **10 student limit**. If you are, please proceed with the questions below. By responding to these questions, I will be able to write a recommendation that allows me to highlight more than just what you bring to my class everyday.

PLEASE EMAIL THIS FORM TO ME at cbesack@cbsd.org **NO LATER THAN 3 WEEKS BEFORE** YOU NEED THE LETTER SENT.

Full Name: _____

List All Extra-Curricular Activities you were/are part of and your role.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

If you have held a job while attending school, please name and describe the job. What were your responsibilities?

Is there anything in particular you would like me to highlight in your letter?
What area(s) of study are you interested in pursuing in college and why?

- 1.
- 2.

Name the colleges/universities of where you are planning to apply, as well as a brief explanation of why you are interested in attending any of the listed schools (so I can be sure to mention!)

****Please list them in order of preference.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Thanks,
Mrs. Besack