Recommendation Form Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendation Instructions**

1. *Email me first* to let me know that you’d like a recommendation.
2. Fill out the form below. If you can submit/email it to me before the end of the year, I would appreciate it! Otherwise, please **send as early in the summer as possible— absolute deadline is August 1.**
3. Include a copy of your resume (nothing fancy needed—just the basics on school, awards, service, activities, work experience. The one from Naviance is fine).
4. When we return in the fall, you’ll need to complete the Naviance online submission materials so that I upload/send your recs to the right colleges/universities. Follow directions, else I don’t receive notifications that you’d like your materials entered.
5. You’ll note that guidance requires **15 days** for a teacher to upload your forms after you make the submission request. ☺

**Student Information—be as specific as possible with example(s) as you answer.**

* Where you think you’d like to apply:
* Intended field of study in college:
* Remind me of the following:
* Rhetorical analysis paper topic:
* Argument paper topic and stance:
* Synthesis paper topic and stance:
* College essay topic:

\*If I also taught you in grade 10, remind me of your independent reading titles and anything you submitted that you feel was notable.

* What piece/unit of study from the course do you most remember and why?
* What contributions did you think you were able to make to the class? Please be as specific/anecdotal as possible. (Ex: If you thought you were a strong contributor, tell about a particular unit/topic during which you made contributions and what they were about.)
* What were some of your most daunting challenges?
* Tell me about your biggest success(es) during the class:
* What impression do you hope I formed about you both as a student and as an individual?
* Is there anything else you hope that I would mention specifically in your recommendation?