

Supplemental Information for Teacher Recommendation

Student Name: _____

Dear _____ :

Thank you for agreeing to write my letter of recommendation. I appreciate the time and effort it takes to write this type of letter. I will be sure to keep you updated on my college plans. Thank you!

I am applying to the following schools:

College Name	I will be sending my application materials out by this date	Common App School? Y or N
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed college major: _____

I completed the following course(s) with you: _____

I received the following grade(s) with you: _____

I have provided you with comments on the following self-reflection questions:

- * *What distinguishes me from the other students in your class?*
- * *What contributions have I made to your class and how have I made a difference?*
- * *What 2 or 3 words capture me as a student in the classroom?*
- * *What skills have I demonstrated in your class that would prove helpful in college?*
- * *How have I balanced the many demands on my time during high school from work, sports, school activities, etc.?*

Sending Materials:

_____ You have indicated to me that you would like to submit your recommendation **online**, if available. I will provide you with the required information to do so.

_____ You have indicated to me that you would like to submit your recommendation materials **via the regular mail**. I have enclosed a stamped, addressed envelope for each school for your convenience in mailing out my information.