

**Commack High School
Counseling Center
Request for Teacher Recommendation**

Student's Name _____
Date Submitted _____
Counselor _____

Teacher _____
Course _____

Application Type: _____ Early Decision _____ Early Action _____ Regular Decision
(Check one)

Requested Due Date for Teacher to submit to Counseling Center: _____

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. Complete this task at least four (4) weeks prior to the requested due date.
- Compose your responses to the following prompts/questions.
- Ask your teacher to complete the Common Application Teacher Evaluation in Naviance after they upload their Teacher Recommendation.
- Thank your teacher!

These questions must be answered completely 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 **examples** to 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. **Why** do 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. Write **one paragraph** about what makes you unique in comparison to other students with similar achievement.
 10. Evaluate your time management skills and your daily preparation for this class.
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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 upload your letter and Teacher Evaluation in Naviance. Letters for upcoming year can be uploaded in August upon receipt of notification from the Counseling Center.*