



# STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION

If you need a Letter of Recommendation from your teacher for your college application, a scholarship application, or some other activity, you need to complete this form. Remember that the teacher writing your recommendation wants to do a good job for you, so it's important that you follow all directions on the following list.

## REQUIREMENTS FOR TEACHER LETTER OF RECOMMENDATION

**Student:** Complete this Teacher Letter of Recommendation Form carefully and include as much information as possible. The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your teacher will appreciate the information and will be able to write a stronger letter for you.

**Student:** Return completed form to the teacher writing recommendation **at least two weeks before recommendation is needed.**

**Student:** Remember to complete the statements on the last page regarding schools needing recommendations and due dates, and any other information that may be helpful. Also thank the person writing your recommendation.

**Teacher:** Be sure to use current HUHS letterhead. One page is generally sufficient but don't sacrifice important content. Include your relationship and how long you have known the student. Do not repeat lists of courses and activities found elsewhere in the student's application. Avoid generalizations and make each letter as individual and unique as possible, using this form as a reference for details. For the HUHS Scholarship Foundation letters be sure to address **three** of the following characteristics:

Academic Potential/Motivation  
Creativity/Imagination  
Dependability/Reliability  
Emotional Maturity

Exceeding Expectations  
Leadership Ability  
Moral Character  
Self-Discipline

Service to Others  
Social Adaptability  
Well Rounded Individual

## PERSONAL DATA SECTION

Full Legal Name: \_\_\_\_\_

Test Scores: ACT \_\_\_\_\_ SAT (Optional) \_\_\_\_\_

List college(s) where you applying for admission: \_\_\_\_\_

What subjects are you considering for your major? \_\_\_\_\_

What career are you considering? \_\_\_\_\_

What experience have you had in this career field? \_\_\_\_\_

Briefly discuss leadership and organizational skills or skills you possess that others have noted about you.

What classes are you taking this year? For each one, indicate your most recent quarter grade.

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**COURSE SPECIFIC SECTION**

Course and dates you were enrolled in my class(es): \_\_\_\_\_

Please list semester grades you received in this class \_\_\_\_\_

What was your favorite unit in this course and why? \_\_\_\_\_

What was your favorite project/paper in the course and why? \_\_\_\_\_

What was the most significant aspect/assignment of the class? \_\_\_\_\_

Briefly discuss your biggest challenge in the course. \_\_\_\_\_

Briefly discuss what you felt you learned the most in this course. \_\_\_\_\_

Did any aspect of this class lead you to explore concepts/ideas in other contexts? \_\_\_\_\_

Briefly describe your fondest memory of this course. \_\_\_\_\_

What do you view as your major contributions to this class? \_\_\_\_\_

Please list the schools/organizations needing recommendations including due dates. \_\_\_\_\_

Please note any additional information that may be helpful in writing your letter of recommendation.

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