

New Trier High School Teacher Recommendation Form

Student name: _____ Date: _____

Student email address: _____

Adviser: _____ NT post-high school counselor: _____

Student Responsibilities:

- Refer to the college binder, yellow section, pages 9 & 10 for detailed instructions.
- Include stamped, addressed envelopes for each non-common app where a paper recommendation form is needed; the return address is the teacher’s name, academic department, New Trier High School, 385 Winnetka Ave., Winnetka, IL 60093
- Please include a thank-you note with this form; teachers donate their personal time to write and upload or send your letters of recommendation.

Common Application

Confirm your recommender’s email address BEFORE inviting him or her on the Common Application form

List the Common App school with the earliest application deadline:

<u>Common App College/University Full Name</u>	<u>College Application Deadline</u>
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1. _____

Non-Common Applications

List colleges and universities in order of application deadline

College/University Full Name	College Application Deadline	Write the word “form” for schools using a paper form, and provide an envelope for each. For online forms, write the web address to each form in the space provided.
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

The University of Michigan’s November first EA deadline is actually a receipt date for all application items, including the teacher recommendation. UNC-Chapel Hill has a 10/15 Early Action deadline, but teachers have until 11/1 to submit letters.

New Trier Township Teacher Recommendation Form

- Complete this form with the same thought and care that your teacher will exercise in writing your recommendation.
- Check with your specific recommender(s) to determine:
 - If he or she has a different form for you to complete, and;
 - If your teacher(s) wants the information from the questions below by the end of the spring semester to write your recommendation in the summer.
- Type the following responses on a separate piece of paper for readability.

CLASS TITLE: _____ PERIOD: _____

If your application materials will be filed under your formal name, please write your formal name here: _____

1. How did this class help you grow as a learner? How will this prepare you for the future?
2. What do you see as your greatest achievement in this class? Describe any significant projects or papers that made you proud or the ways you distinguished yourself in this class.
3. What ideas, understanding, and knowledge did you take away from this class?
4. How did you prioritize the demands of this class with your co-curricular activities?
5. One of my strengths in this class was my _____
as exemplified when I _____
6. How did you contribute to the classroom experience throughout the year? What was your most significant contribution?
7. If you encountered difficulty with the course concepts or assignments, how did you work to improve?
8. If there is any additional information that will help your teacher write a better letter for you, include it here.
9. Why have you selected me to write your recommendation?