

## Request for Teacher/Counselor Letter of Recommendation

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Today's Date \_\_\_\_\_ Earliest Application Deadline Date \_\_\_\_\_

Please indicate how you applied to your school:

- Common App
- Through school website directly (Not Common App)
- Through Apply.Wisc.edu
- Coalition App
- Both Common App and another format

**Whitnall High School recommends students request no more than two teacher recommendations unless otherwise requested by the college or university. Students should allow teachers a minimum of three weeks to write letters of recommendation.**

Class(es) taken with teacher \_\_\_\_\_

Cumulative GPA	ACT/SAT Scores	AP Tests & Scores

What type of knowledge or skill did you gain from this course?

What part of this course was the most challenging? How did you overcome it?

What are your educational & career goals? Do you have an intended major?

Please check characteristics that describe you.

Adventurous	Enthusiastic	Idealistic	Perceptive	Sincere
Articulate	Flexible	Imaginative	Poised	Stable
Athletic	Generous	Independent	Practical	Studios
Clever	Happy	Kind	Quiet	Strong-Minded
Cooperative	Helpful	Mature	Realistic	Tactful
Creative	Humble	Organized	Reliable	Thoughtful
Curious	Humorous	Patient	Self-Reliant	

List specific situations in the class/school community where you showed 1 or 2 of these characteristics:

List an example of how you displayed leadership in the classroom/class school community:

Indicate any information that you would like to be emphasized in your letter:

How have you changed since freshman year:

Please use the following lines to list any activities, clubs, sports, jobs or volunteer experiences that were important to you during high school. Include honors/awards or special recognition.

Activity	Grades	Hours/wk	Accomplishments

Attach a separate list if you need additional space.

Which High School activity had the most significance to you? Why?

In what way have you demonstrated leadership, maturity, responsibility, and independence in the school or community? Use specific examples.

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**STUDENTS.... You are responsible for following the procedure below:**

1. Ask for an appointment with teacher to discuss this request.
2. Give this completed recommendation form to the teacher.
3. Follow up with teachers as you finish your application or as deadlines approach.
4. Thank the teacher.

5. Email the teacher when you have requested the letter through Xello.
6. Let them know if you used Common App for your college application.