**COMMACK HIGH SCHOOL REQUEST FOR TEACHER RECOMMENDATION**

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| **Student's Name:** | Click or tap here to enter text. | **Teacher:** Click or tap here to enter text. |
| **Date Submitted**: | Click or tap here to enter text. | **Course**: Click or tap here to enter text. |
| **Counselor**: | Click or tap here to enter text. |  |

**Student Directions:** To prepare for your teacher recommendation requests, please complete the following tasks:

* Meet with two (2) teachers and communicate why you think they should write you a letter. Request from teachers at least four (4) weeks prior to the requested due date.
* Invite/Request the two teachers digitally on Naviance.
* Compose your responses to the following prompts/questions.
* Thank your teacher!
* Provide your teacher with this Request Form or the form specific to the college to which you are applying.

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. 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.)*

Click or tap here to enter text.

* 1. As you consider the required reading for this class, which did you enjoy? Why?

Click or tap here to enter text.

* 1. Describe the best piece of work (paper, lab report, oral presentation, group project, etc.) completed in this class.

Click or tap here to enter text.

* 1. Explain a particular moment or experience that challenged you in this class.

Click or tap here to enter text.

* 1. Describe a particular instance when you were a strong collaborator in a group project.

Click or tap here to enter text.

* 1. Cite an instance when you were an effective communicator in this class? In a written assignment? In an oral presentation?

Click or tap here to enter text.

* 1. Describe a particular assignment or skill in which you excelled during the year. **Why** do you think you reached success in these areas?

Click or tap here to enter text.

* 1. In retrospect, what could you have done to make this class more meaningful to you?

Click or tap here to enter text.

* 1. Write **one paragraph** about what makes you unique in comparison to other students with similar achievement.

Click or tap here to enter text.

* 1. Evaluate your time management skills and your daily preparation for this class.

Click or tap here to enter text.

***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.***