**West Orange High School**

 **Teacher Recommendation Profile**

Please complete this profile as thoroughly and accurately as possible. The information you provide will be used to write recommendation letters for college, scholarships, and other programs.

**Please allow at least two weeks for your recommendation letter to be completed.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate what the recommendation letter is for: (i.e. admission to XYZ University, ABC Scholarship)

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1. How long have we known each other?
2. What subject(s)/class(es) did you take with me? What year? (freshman, sophomore, etc.)
3. What type of student were you in class? Give specific examples of how you demonstrated these attributes in my class. (some helpful examples are below, you are not limited to speaking about the ones listed, you can provide other examples/memories)
	1. Did I call on you often?
	2. Were you helpful and/or reliable? (please give examples)
	3. Did I frequently pair you up with other students who were in need?
	4. your own example(s)
4. Did your final grade (or current grade) accurately reflect your academic ability and effort? Please explain.
5. Did you face any challenges in my class? If so, how did you handle the challenge and what did you learn about yourself in the process?
6. What are your academic interests and/or areas that you might like to study in college? Why?
7. Please list any other information that you feel is important and should be included in a recommendation letter as a former or current student in my class.

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**For Teachers only** - additional areas/thoughts to consider

What are the student’s greatest strengths? Are there areas for improvement?

Describe the student’s ability (within the classroom setting) to get along with others, leadership skills, maturity, etc.

Did the student work well in collaborative learning situations? Group work?

If applicable, how did the student handle/react to setbacks?

Are there any special circumstances, background information, or other factors you feel may be relevant?