**Letter of Recommendation Request Form**

**Mrs. Canonaco**

Please complete the following form only **AFTER** requesting a letter of recommendation and receiving confirmation from me verbally. Important: **DUE DATE – JULY 7, 2019**

In the fall, you will invite me to write your letter via Naviance. Please make sure that you invite me **at least three weeks prior to the due date** to complete the letter. If you need to have a letter mailed, please bring me an addressed, stamped envelope with your name written lightly on the inside flap of the envelope.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Taught \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Earned \_\_\_\_\_\_\_\_\_\_

What has been your greatest personal or academic accomplishment from this class and why?

What have you learned in my class that has helped you to grow as a student? This does not necessarily have to be math related.

What was a memorable assignment you completed in class? Why was it meaningful to you?

Please remind me about a specific conversation or interaction we shared that provides insight into how your mind works, your willingness to participate in class, or your enthusiasm in helping others.

Why did you choose me to write a letter of recommendation? (for example, this was your best class; you are interested in a math-related field; I am an alumna of the college or university in which you are interested, etc.) Please be honest!

Have you decided on a field of study or college major? If not, have you narrowed down your intended field of study? (For example a science field, business related field, etc.)

Is this class related to/Did this class impact your future career choice? Explain.

Have you decided on a specific college or university? Please list in order of preference (favorite 🡪 safety school). Leave blank if you are unsure at this time.

What adjectives would your family or friends use to describe you?

To help me better understand you as a complete student, please list all activities in which you are/were involved outside of the classroom and when. This should include clubs, sports, jobs, community service, etc. You can attach a list to this form.

Is there anything you would like me to include in your letter of recommendation?