Name:_____ Homeroom:_____ HR Teacher:_____

Counselor:_____ Student ID#:_____

Home Phone #:(_____)_____ School E-mail:_____

# Recommendation Request — MR. CANOVA

The college application process is evolving.  You now have the option of either submitting your applications electronically (if it is the common application) or traditionally mailing them to the schools of your choice.  Therefore, it now becomes important to let me know if I must submit your recommendation electronically or by mailing it to the schools you are applying to.  Below you will find a checklist of all the things that I will need to assist me in writing your letter. Complete this checklist and place all items into a folder and **HAND** it to me directly.  ALLOW AMPLE TIME for the recommendation to be written and sent out.  Meeting a deadline in less than a month is not going to happen.

**If any of these items are missing from the folder, the folder will be returned to you in your homeroom**

## CHECKLIST:
**Did you………**

_____1.  Check to see if the schools you are applying to require teacher recommendations? (Rutgers doesn't)

_____2.  Include a **copy** of your unofficial transcript? Only final grades of **B** or higher in Chemistry will be considered for a recommendation.

_____3.  Include a **copy** of your most recent SAT scores?

_____4.  File your common application electronically? This means that I will be receiving an email so that I can submit a recommendation online on your behalf. For this method, there will be **no** printed copies of the recommendation provided.  My email address is john.canova@edison.k12.nj.us

_____5.  File your applications traditionally (US mail)?  This means that I will need to print out copies of the recommendation and mail them to all the schools you are applying to.  For this method, I will need:
   a.        a stamped and pre-addressed envelope (self-adhesive) for **each** school you are applying to so I can mail the recommendation directly to the school.  **You must have the envelopes prepared and enclosed when you submit this folder to me.**
   b.        a copy of your **signed** recommendation waiver form **in each envelope**.
   c.        **any** pages from the application packet that I must sign, or check off boxes for.  These should be paper clipped to the appropriate envelopes as well.

_____6.  Do **both** #4 and #5 above?  This means that you filed the common app electronically **AND** mailed out additional applications.  In this case, you will need to fulfill the requirements for **both** 4 and 5 above.

_____7.  Complete the chart below?

| Name of College/University you are applying to | Deadline |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

_____8.  Answer the questionnaire on the inside of this folder?  The questions must be answered thoroughly.
   **I will not write a recommendation for you if any of the questions are left blank or barely answered.**

## I also need to know:

_____1. Final Grade in Chemistry (Only final grades of a <u>B</u> or higher will be considered and you must attach a copy of your unofficial transcript).

_____2. How many printed copies of the recommendation do I need to print out? (I will need a self-addressed, self-adhesive, stamped envelope for <u>EACH</u> printed copy)

# Recommendation Questionnaire Page 1— Mr. CANOVA

In order to assist me in writing a recommendation for you, I am asking that you complete the questions below. Then place this form and anything else needed in a folder, write your name on the folder, and **hand** it to me. **I will not write a recommendation for you if <u>any</u> of the questions are left blank, barely answered, or if anything is missing.**

**Think about it-- if you can't think of anything outstanding that you did in my course or don't want to spend the time to think about it, then, how do you expect me to?**

 * Why have you chosen **<u>me</u>** to write a recommendation for you?

* Think about your academic performance in Chemistry.
   What were your academic strengths?  Describe what made you **<u>academically</u>** successful in my class.
   Give some specific examples. (ex.  Good study habits, special math abilities, etc.)

* How did you contribute to **our class**? What did you do that was outstanding?   Be specific.
   Tell me about a specific occurrence.

* How would you describe your personality in class?

# Recommendation Questionnaire Page 2— Mr. CANOVA

* Besides school, what else do you do with your time?

**\*** Have you volunteered your time either at JPS or outside of school?  If so, where and in what capacity?

**\*** What are your current plans as far as studies at a higher institution of learning?
  If in the science field, be specific what you are planning on studying.
  If a non-science field , please just tell me why you are interested in that field.

SIGNATURE:  _____          DATE:_____