To assist me in the process of writing a letter of recommendation for you, please answer completely ALL the following questions and return via email to me **ONLY IF YOU KNOW YOU NEED A LETTER (keep reading these instructions and read these instructions at least twice).**

I will write all letters and submit only through Naviance (unless you have moved out of state and do not use Naviance. In that case, I believe the university/college will send me a link).

Also, **not all colleges require letters from teachers**, so don’t email me answers to these questions until you **know** the college(s) you wish to attend does require a letter you wish for me to prepare, and **please don’t email me answers to these questions until you have already requested a letter through Naviance**.  You don’t want to spend time working on these questions if you don’t have to, nor do I wish to spend time writing a letter if I don’t have to!  😊

1. Do not request a letter from me if you did not receive an A or a B in my class both semesters or if you could not/did not submit papers in correct MLA format all year long. (I may make exceptions if your metacognition paper was really good).
2. Go thru and reread all the papers you submitted to me last year and copy two (2) quotes from your own writing where you made an insight/show you learned something meaningful. You can look in any of your papers/journals/participation papers, but don’t forget your family writing you did after Thanksgiving or your School Days writing.  **I kept your metacognition papers so do not use quotes from that one for this!**
3. What are 5 or 6 words that describe you well?
4. Choose one of those words in #2 and tell me specifically why that is a great descriptor.  BE SPECIFIC!
5. What is something you learned or enjoyed doing in my class?  BE SPECIFIC and try not to repeat something from question 1!
6. What was your favorite reading in my class and why is it your favorite.  BE SPECIFIC and try not to repeat something from question 1!
7. Tell me something you do outside of school that makes you proud and why.
8. How do you handle criticism?  AND/OR tell me about an obstacle you overcame.
9. Tell me something about you I don’t know!  : )
10. **Optional**, tell me if there is something else you want to tell me the above did not cover.

**Again, reread these directions before submitting information to me! Thanks!**