



College Recommendation Request Form



Student _____ Date _____

Recommending Teacher _____

2nd Recommending Teacher _____

College recommendations are a very important part of your application. We teachers take the responsibility for writing them very seriously. Therefore, in order to write a strong recommendation for you, please complete this form and supply your recommending teacher(s) with the information requested. Once you submit this packet, we will try to complete your recommendation within 3 weeks. Feel free to ask about your recommendation after that time.

Universities/Colleges Applying to

Due Dates

1.	
2.	
3.	
4.	
5.	

Why did you choose these schools? What do you plan to study in college?

CGI Courses taken and teacher (include electives):

Elected or appointed CGI positions:

Community service events or projects:

Extracurricular activities and positions held:

Other accomplishments and achievements:

What three words best describe you?

- 1.
- 2.
- 3.

Additional Information Required:

1. One to two paragraphs about a particular paper or project done for the recommending teacher and what that work reveals about your academic achievements.
2. One to two paragraphs about what you learned in the recommending teacher's class. Write about a specific moment that reveals your work as a student, as a thinker, as a seeker of knowledge. You need not have actively participated in the class or event in order to have learned something from it.
3. One to two paragraphs about what you accomplished in your CGI Department(s)? The CGI teachers may confer about the information provided.
4. At least one paragraph each about your courses, positions, and community service. This writing is in many ways the most important, as it will give the recommending teacher(s) specific information about how you have benefited from the Institute. The CGI teachers may confer about the information provided.
5. Optional. A paragraph written and submitted, with signature and date, from a peer. This person could be a committee chair, a co-committee worker, or a friend, but a peer who can attest to your commitment to CGI or school in general and its goal of developing a civically responsible attitude in you.
6. Attach a stamped envelope for each recommendation. Be sure to include MHS as the return address.
7. Say thank you. Recommendations are labors of love!