

TEACHER ADVISOR (TA) REQUEST for INFORMATION

("Short Form")

Student Instructions: Complete the top of this form, down to the box. Ask a teacher (or coach, employer, etc.) who can supply helpful information to your Teacher Advisor to complete and return to your TA. Check to see if your TA prefers e-mail replies. Remember to thank all who help you.

ONCE REQUESTED, THIS INFORMATION IS DEEMED CONFIDENTIAL AND AVAILABLE ONLY TO THE TEACHER ADVISOR. THIS APPLIES TO ALL METHODS OF DELIVERY.

To: _____ (Teacher)
(or other adult)

From: _____ (Teacher Advisor)

Re: _____ (Student)

Does this TA prefer e-mail replies if possible? _____

TA's e-mail address: _____
(if preferred and possible)

Applying to (colleges and/or jobs): _____

Student list of papers, projects, presentations, accomplishments, etc.: _____

Teacher or other adult: Please give me some **specifics** to include in the school recommendation for this student.
YOUR RESPONSE WILL BE A GREAT HELP TO ME IN COMPOSING THE
MOST COMPLETE LETTER OF SUPPORT POSSIBLE.

Please reply by **JUNE 13, 2008** (teacher check-out) to allow me to write the student's recommendation during the summer.
THANK YOU!

a) I have taught/know this student _____ years in _____ (subject/activity)

b) The first words that come to mind when I think of this student are: _____

c) Please add quotable comments and stories. You may use the back of this sheet. Examples of topics:

- **Papers**, term papers, research, tests
- **In-class** participation
- **Presentations**, simulations
- **Projects/exhibitions**
- **Out-of-class encounters**, after class, on/off campus, with friends, sports, music, jobs...
- **Images** or particular behaviors you recall
- **Friends**
- **Anecdotes**: ways student related to others, extra efforts, willingness to volunteer, special talents or passions, role in the class...
- **Community** involvement, volunteer efforts
