

Mrs. DiLeo's Recommendation Form

It is my pleasure to write you a letter of recommendation, and it is my goal to complete your letter as early as I can. In order for me to write the most personal, articulate letter possible -- in a timely fashion -- I need some specific information from you.

** Please provide the following info:

1. Your Name
2. Your Guidance Counselor's Name
3. Date of Recommendation Form Submission
 - a. Recommendations will be written on a first come, first served basis
4. Recommendation Deadline
 - a. Month and date
5. Your English 11H GPA
6. Your English Regents Examination Grade
7. Your Research Paper Topic and Grade
8. In paragraph format, please address some of the following:
 - a. Your participation
 - b. The quality of your work
 - c. Extra help during or after school
 - d. Any particular essay or assignment on which you performed exceptionally well or of which you are especially proud
 - e. Punctuality and preparedness
 - f. Your performance on essays and tests
 - g. Overall improvement in GPA (assess growth based on quarter averages)

*** The more information you provide, the more specific your recommendation will be.

*** The sooner I receive this information, the sooner I can complete your recommendation.

Good Luck!!!