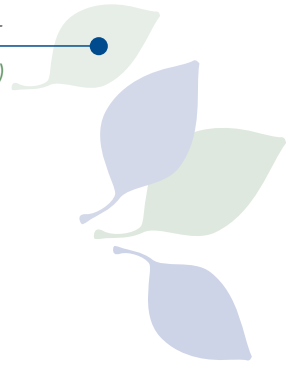




## WHO WILL WRITE YOUR TEACHER RECOMMENDATION? HOW DO YOU ASK FOR A RECOMMENDATION?

- The first step is to make sure that your colleges require teacher recommendations. You do this by carefully reading the applications.
- If recommendations are required, make sure that you have the forms the colleges require and that you know the deadline dates. Address and stamp an envelope for each college that requires a paper version of the teacher recommendation. Make sure you know the email address or URL if it is being submitted electronically.
- Find out if your school has a specific policy regarding teacher recommendations. If there is a policy, follow it. If not, you can use the information in this handout.
- The next step is deciding what teacher (or teachers, if your colleges require more than one) to ask.
- Think of the high school teachers who knows you best and would be enthusiastic about writing a recommendation for you.
  - These teachers should be from academic subjects, preferably from junior or senior year.
  - Teachers whom you have had for more than one class are often good choices.
  - List the teachers to ask: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
- Approach the teacher at least three or four weeks before the deadline date. You can say something like this: I am applying to College XYZ, and that college requires a teacher recommendation. I think you know a lot about my strengths as a student. Would you be able to write a recommendation for me?
- If the teacher agrees, give them all the required college forms, stamped envelopes, and information about yourself as soon as possible. Again, they need at least three weeks notice! TIP: Use the TEACHER RECOMMENDATION REQUEST form in your handouts to provide personal information.
- If the teacher is not sure or says no, don't push it. Ask a different teacher. **YOU WANT SOMEONE WHO WANTS TO WRITE THE LETTER!**
- **WRITE A THANK YOU NOTE TO THE TEACHERS WHO WRITE RECOMMENDATIONS FOR YOU.**



## TEACHER RECOMMENDATION REQUEST

Student's Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student's DOB: \_\_\_\_\_

Email Address / Phone # (in case of questions) \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Course(s) with This Teacher (i.e., English 3): \_\_\_\_\_

**Thank you so much for agreeing to write this letter of recommendation for me. I asked you because I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. This information may be helpful to you as you write the recommendation.**

1. I think my academic strengths are...

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. I think my personal strengths are...

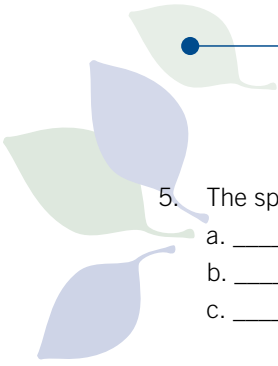
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. I am considering the following college majors because...

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

4. Some of the things I want the college admission and/or scholarship committee to know about me...

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_



5. The specific things I hope you discuss in this letter...

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. What I remember most about your class...

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Additional information that might be helpful...

*(Students: You may attach a résumé to this form if you wish. But remember that the teacher recommendation will focus on you **as a student in this teacher's classroom.**)*

These are the schools I am applying to. I have attached any teacher recommendation forms they require, as well as stamped and addressed envelopes.

Name and Address of School or email address of admssion office

**Again, thank you. I know this is a big time commitment, and I appreciate your help.**

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