

Procedure for Requesting Teacher Recommendations

Teachers are not required to write letters of recommendation, but do so out of courtesy to their students. Teachers must be given at least 15 school days to turn in their recommendation letters to the Guidance Department. Please provide all teachers sufficient time and all of the material necessary to complete your recommendation.

Each teacher should receive a folder/envelope with all of the information they will need to provide you with a recommendation.

1. Your name on the cover of the folder/envelope
2. A copy of your transcript
3. Complete the **Student Contribution Form**
4. Teacher Evaluation Forms
 - If applying via Common App please indicate on the bottom of the Student Contribution Form so teachers know to fill out that form on Naviance.
 - If you are NOT applying via Common App you need to check each individual schools website to see what is required for your application and if they have an evaluation form.
 - All teacher evaluation forms must be filled out completely. Be sure to have your name and signature on the waiver portion of each form (if applicable).

Once teachers have completed the paperwork, he/she will return all material to the school counselor. Students will not have access to these letters.

Helpful Hints:

- The senior should ask a teacher for a recommendation prior to providing them with the paperwork. Personal contact when asking is necessary. Do not request recommendations through email or by placing paperwork in his/her mailbox.
- Do not give paperwork to teachers in pieces. Everything should be given to them at one time.
- Provide teachers with 3 weeks (15 school days) to return your recommendation(s) to your school counselor.
- Always follow up with a thank you letter!

The FERPA law gives parents and students the right to access all educational records, including letters of recommendation.

Waiving your rights lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may refuse to write a letter for you unless you waive your rights (The Common Application, 2018).

By signing below, I agree to waive my access to view the letter of recommendation. You will also need to waive your rights on your Common App profile.

Student Signature: _____

Parent Signature: _____

Student Contribution Form

Student Name: _____

Course(s) with Teacher and Grade(s): _____

1. Why did you ask me to write this recommendation for you?
2. What career or major do you plan to pursue? How is this choice related to the content I teach?
3. What are your academic strengths? Recall an example from my class that would support this.
4. Can you recall a frustration in my class (ex. a difficult concept or assignment)? Explain the situation and describe how you handled it.
5. Describe a particular unit or project from my class that helped you learn. Why did it make an impact on you?

Please check all that apply:

I am applying via Common App. Please fill out the Common App Teacher Evaluation form on Naviance.

A school that I am applying to is not on Common App and requires a teacher evaluation forms. I have enclosed all materials in this folder/envelope.