

TEACHER RECOMMENDATIONS

1. **In early September**, you need to be thinking about whom you will approach for recommendations.
2. Those students **who are considering** or **know** they are applying early – rolling state admissions/Nov. 1/Nov. 15 deadlines – especially need to approach teachers in **very early September**.
3. Each school will indicate how many teacher recommendations are required so read the application carefully.
 - a. with some, you may choose whomever
 - b. with others, they will ask for an English teacher
 - c. with others, they will ask for a teacher from a discipline you're interested in pursuing
 - d. with a few, they will ask for a peer recommendation
4. In terms of whom you should approach, in some cases, it's very clear.
 - a. if they require an English teacher, then ask your junior English teacher or ask an English teacher you had sophomore year; to ask your current English teacher whom you've had only for one quarter is begging the reader of your application to ask WHY?
 - b. If they ask for a teacher in a discipline you are interested in, choose a teacher who knows you well, not necessarily a teacher for whom you merited an A; choose a junior year teacher if possible.
5. If you have total choice in the matter, give some thought to whom you will ask.
 - a. if a teacher indicates – verbally or in writing – that he/she would like to write a letter for you, by all means pursue this offer
 - b. if you worked really hard for a grade with a teacher, particularly meeting outside of class, consider this teacher as he/she can make a case for your perseverance and initiative
 - c. if you are required to submit a peer recommendation, choose your friends wisely; make sure he/she can write and meet deadlines
6. If you are considering asking anyone from your scout leader, your athletic coach, your club sponsor, or your music teacher to an influential member of the community or a well-connected alum to write a letter for you, **please consult your counselor** about the **advisability** of such a move.
7. Many recommendation forms ask you to indicate whether or not to waive the right to review the information contained in the teacher recommendation. We **STRONGLY** urge you to waive (some teachers will not write if you don't waive) because a confidential letter has more **CREDIBILITY**.
8. When you approach a teacher for a recommendation, please do so diplomatically. Ask the teacher if he/she can write a strong letter for you; if there is any hesitation, then consider withdrawing the request and asking another teacher.
9. If a teacher agrees, then, at a convenient time, approach the teacher and give him/her
 - A copy of your **UPDATED RESUMÉ**
 - The recommendation form **FILLED OUT** at the top

- A STAMPED, ADDRESSED ENVELOPE [RETURN ADDRESS HHS]
- on a post-it note, write out the DEADLINE

DO NOT SIMPLY DROP A FORM INTO A TEACHER'S MAILBOX OR EMAIL. Have the courage for a face-to-face encounter.

10. If you are asking the same teacher(s) to do more than one recommendation [they will write one letter], then present them with a folder in which you place your recommendation forms, your resume, your stamped and addressed envelopes and clearly marked deadline dates.
11. Write you're recommending teachers a brief note of thanks. Writing recommendation's is a time consuming task that all teachers take seriously so thank them, even before you get word on your status with the school(s).
12. It's a thoughtful gesture if you keep a teacher who's submitted several recommendation's informed about your responses from schools.