

**IMPORTANT REMINDERS for a TEACHER Letter of  
Recommendation  
(for College admissions/Scholarships)**

. Check your specific college admissions website to verify the number and type of recommendations required.

. You will want to **MEET** with the teacher personally to request the recommendation, at a time that is convenient for that teacher/counselor. Do **NOT** just leave a form for someone to give them. Teachers write numerous letters and need time to meet student requests. You must give them **at least TWO weeks** to write your letter.

. If you are applying to a college that uses the **COMMON APPLICATION**, you **MUST** complete the applicant portion at the top of the recommendation request form, and sign it **BEFORE** you download it and give it to the teacher, or before you send it to him/her electronically. If you are submitting your application electronically, you **MUST** let the recommender know **WHERE** you are applying, and **WHEN** the recommendation is due. The computer does not give that information.

. If you are submitting applications via the US mail, either ask your teacher to bring the letter of recommendation to the Counseling Center to be mailed with your application, and transcript, **OR** provide that teacher with a self-addressed, stamped envelope in which to mail it themselves.

. When ordering transcripts to be sent to your colleges, please give Mrs. Smith in the Counseling Center **TWO weeks'** notice. The cost of each transcript is \$1.00. Check also to see if your college will accept test scores sent from East, or if they require the score to be sent directly from the ACT/SAT.

. Follow up with a thank you note to your recommender. And once you've been accepted, let your teacher know the happy news.

We are happy to write letters of recommendation for you! We are even happier when you follow the above reminders. A happy letter writer = a better letter of rec!!!!

# Student Information Form for Teacher Recommendations

Name \_\_\_\_\_ Student # \_\_\_\_\_

Your thoughtful responses to the following questions will assist your teacher in writing a stronger recommendation letter. Feel free to continue on additional pages as needed.

1. List the name of the course/s and year/s taken ( junior year, senior year) with this teacher:

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2. Describe the most important skill or concept that you learned in this class.

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3. Describe a project/assignment/activity that you especially enjoyed.

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4. Describe your best performance or moment in this class.

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5. If you were talking with an underclassman, how would you describe this class?



