

THIS FORM MUST BE TURNED IN BEFORE YOU CAN SIGN YOUR FERPA WAIVER AND START YOUR COLLEGE APPLICATIONS

Letter of Recommendation Request for College Admissions

Please follow the directions below to ask your teachers for letters of recommendation. Use this worksheet to help decide who you will be asking and keep track of your recommendations.

Pick two teachers, one for each category below. General guidelines for selecting a teacher are:

- 1) You **MUST** have been in their *class*. You cannot ask an advisor or tutor.
- 2) You **MUST** have one math/science teacher **AND** one humanities teacher.
- 3) It does not necessarily have to be a teacher whose class you got an "A" in, but it should be a teacher whose class *you worked hard in*.
- 4) Aside from your core academic teachers, you **CAN** ask someone from the Learning Network, a teaching fellow, or an ESL teacher.

I have selected:

Humanities (English, history, Spanish): _____

Math or Science teacher: _____

Your counselor must approve your teachers. (Initial in the box.)

After your recommenders have been approved, please write a *professional* e-mail to your teachers asking to schedule a brief meeting with them. You must bring the "Recommendation Outline" **THOROUGHLY FILLED OUT** to your meeting with your recommender.

Leave space between the greeting, body, and signature

Example of a *professional* e-mail:

Hello Ms. Berry,

This fall I am applying to college and I would be honored if you could write a letter of recommendation for me. I really enjoyed your geometry class. Even though it was very challenging, I know I learned a lot. Is there a good time I can meet with you to review my recommendation outline? I am free after school Monday and Wednesday and I have a free block during 2nd period on Thursday. I need my recommendation finalized by October 1, 2014.

Suggest times that you are available

Thank you,
Diana Mastrocola

All letters **MUST**
be done by 10/1

After you have met with your recommenders, they must initial in the box to accept the responsibility of writing your letter.

Humanities teacher meeting: date-
Math/science teacher meeting: date-

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Example of "Recommendation Outline"

Please fill out the following questions THOROUGHLY to give to your recommender. The more detailed and HONEST you are, the better recommendation your teacher will write. The letter of recommendation is an excellent way for admissions counselors to get a better understanding of what type of student you are.

Why did you choose this particular teacher?

What was something challenging or interesting in that class that made you work harder? How did you over come that challenge? Or why was that topic so interesting?

Is there something about your work ethic or learning style in that class that you want college admissions officers to know about you?

Is there anything about this class that will relate to what you want to study in college? If not, what skills did you learn in this class that you could take with you to college?