

Student Name: \_\_\_\_\_

### GUIDELINES FOR STUDENTS REQUESTING RECOMMENDATIONS

1. Ask your teachers in person for recommendations well in advance of all deadlines (at least 2wks notice).
2. Choose teachers from your junior or senior year who know you well, who may have taught you more than once, or who sponsor activities in which you are involved.
3. Provide your teachers with the information requested below.
4. Tell the teachers you are using for the Common Application to expect an email from the Common App with directions to complete the recommendation online. If the letter is for a scholarship or a college not on the Common App, give the teacher specific directions as to whether or not the letter is to be mailed directly to the admissions office or you will pick it up in a sealed envelope. If the letter is to be mailed, provide the teacher with an addressed, stamped envelope.
5. Ask the teacher to keep a copy of the recommendation in case you need one for additional colleges/scholarships.
6. Do not submit more recommendations than are requested unless you check with your counselor first.
7. Do not include letters from people who do not know you well. Avoid letters from influential people if they do not know you personally.
8. Follow-up with a thank you note to the teacher.

### *Student Information Sheet for Teachers*

For info  
only; not  
to be  
used in  
letter.

1. Class Rank\_\_\_\_\_Weighted GPA\_\_\_\_\_Unweighted GPA\_\_\_\_\_
2. Highest SAT scores to date: Critical Reading\_\_\_\_\_Math\_\_\_\_\_Writing  
\_\_\_\_\_
3. Highest ACT scores to date: EN\_\_\_\_Math\_\_\_\_Rdg\_\_\_\_Sci Reason.\_\_\_\_Composite\_\_\_\_\_
4. Below, list the colleges/scholarships you are applying to, due dates for recommendations, and directions for either online, mailing, or pick-up, (circle one: O, M or P)

	O/M/P		O/M/P
	O/M/P		O/M/P
	O/M/P		O/M/P
	O/M/P		O/M/P
	O/M/P		O/M/P

5. List your academic strengths:

6. List your personal strengths:

7. Describe your most memorable academic experience in the teacher's class:

8. What are the most important things you learned in the teacher's class?

9. What would you like the admissions committee to know about you?