

## Guidelines Regarding Teacher Recommendation Letters

Students, not parents, should approach the teachers to request letters of recommendation.

The request should be made in person and followed up via Email. Some teachers require that requests be made in writing.

Because of the enormous workload that the recommendations letters place on teachers, the school requests that each student ask no more than two academic teachers for recommendations. The exception is for art or music programs where additional letters may be required as part of the application.

*Speak to the teachers about the letters four weeks or more before the deadline.* For college application letters, some teachers prefer that requests be made during the spring of Junior year, especially if that teacher has the student for a class during that time. Make sure to follow the teacher's instructions for providing any supplemental material needed (resume, interview, etc.) that is needed to write an effective letter.

Most teachers will not agree to write a letter if they cannot write something favorable.

Most teachers and counselors request that students waive their right to see the recommendation letters.

These letters, with their associated deadlines (which frequently coincide with the end of marking periods), add substantially to the teachers' workloads. During the college application process, it is not unusual for teachers to write letters for 20-30 students, each applying to multiple schools. Therefore, be patient, and do not put unnecessary pressure on the teacher.

Provide teachers with forms (filled out at the top) and addressed, stamped envelopes (first class postage).

Give teachers a chance to complete the letters before sharing your anxiety as deadlines approach. *Please do not nag them.* It is very rare for a teacher to miss a deadline.

For college applications, the student's counselor will provide a letter that will be mailed with the transcript. This counselor letter is written based on information the student provides in the "It's Time" packet and discusses how the student contributes to the school and how he or she is special within the school community.

Teachers are not required to write these letters but do so out of their commitment to the students. Thank you letters or small gifts from the student are generally appreciated but never required.