



LETTERS

OF

RECOMMENDATION



# LETTERS OF RECOMMENDATION

There are two types of letters of recommendation. One is from a counselor, typically on the Secondary School Report. The other is a letter from a teacher who knows you well.

## THE COUNSELOR LETTER

1. You must have **TEACHER INPUT FORMS** on file in your counselor's office. A sample is on page 33. These are to be filled out by teachers who know you well. However if a teacher is writing a letter for you then do not give them a **TEACHER INPUT FORM**. Your counselor will tell you how many input forms they require. Please read the instructions carefully. You fill out part 1 and parts 2 and 3 will be filled out by the teacher.
2. The Teacher Input form is not a letter of recommendation. It is not sent to any colleges. The form is kept in your file to help your counselor write your personalized letter.
3. As soon as you know you need a letter, give out the teacher Input forms to your teachers. Then, they will be in your file and available for your counselor.

## THE TEACHER LETTER

1. Ask your teacher **POLITELY** if they would write a letter of recommendation for you. Teachers have different systems for how they write and send letters. Ask them how they prefer to do this for you.
2. You must allow the teacher adequate preparation time. You are probably not the only one requesting a letter. Be sure that you tell the teacher if there is a specific deadline.
3. Some schools provide a form for the teacher, some require a standard letter and still others have the option of submitting the letter/form electronically. Be sure to discuss these options with your teacher so that there is no confusion that will delay your letter.
4. If there is a form or you are asking for a hard copy of the letter to be sent, be sure to give the teacher an addressed and stamped envelope for each school or scholarship. If there is no form, be sure to mention that in a note clipped to the envelope.

Letters of recommendation can be a very time consuming and daunting task for your teachers and counselors. We spend a great deal of time writing very personalized letters because they are very important in the application process. Our letters are not just a list of your grades and activities. We want to do our very best to provide the school or scholarship with an impression of you that will make them think, "I want this kid at our school". That is why it is so important to follow the directions and instructions above.

Counselor's Name \_\_\_\_\_

## Teacher Input Form

**This form is not a letter of recommendation. This form will not be sent to colleges.**

*To the Student: It is required that you have **at least three** of these forms filled out by teachers, coaches, or administrators **who know you well** to help your school counselor write a more informed letter of recommendation for the colleges.*

### Part 1 (to be completed by student)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

### Please be brief but complete

List school activities or sports, membership or offices held in any school group, special interests or abilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information (significant honors, financial need, work experience, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Part 2 (to be completed by evaluator)

*To the evaluator: Please evaluate the above-named student by checking the appropriate area below. It is also important that you answer briefly but completely the questions on the reverse side. Upon completing this confidential personal evaluation, please return it to the counselors' mailbox as soon as possible. Thank you.*

### Academic Rating Please check the appropriate description.

	Below average	Average	Good	Excellent	One of the top in my career
Natural Ability	_____	_____	_____	_____	_____
Achievement in relation to ability	_____	_____	_____	_____	_____
Study habits	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____
Quality of written English	_____	_____	_____	_____	_____

**Character and Personal Rating**

Please check the appropriate description.

	Below average	Average	Good	Excellent	One of the top in my career
Emotional maturity	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Industry and initiative	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____
Cooperation with others	_____	_____	_____	_____	_____
Respect accorded by Faculty	_____	_____	_____	_____	_____

**Part 3 (answer briefly but as completely as possible)**

How long have you known this student and in what capacity? \_\_\_\_\_

What qualities does the student possess that distinguishes him/her from his/her classmates? \_\_\_\_\_

Focusing on the student's development, cite specifics about the student's skills and growth in your subject area during the time you have known him or her.

What are the student's strengths? \_\_\_\_\_

Where are some areas this student could improve? \_\_\_\_\_

What words first come to mind to describe this student? \_\_\_\_\_

• Overall, how would you recommend this student for college?

Highly recommended \_\_\_\_\_ Recommended \_\_\_\_\_ Recommended w/ reservations \_\_\_\_\_ Not Recommended \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Department \_\_\_\_\_

# ATTENTION PARENTS!

## “WANNA BRAG ABOUT YOUR KID?”

Whether it be the tragic loss of a loved one, or something wonderful, like a community award, there can be aspects of your child's growth and development that may not be apparent to the school counselor. These same experiences could play an important role in the pursuit of an appropriate college or university.

In order to provide us with pertinent information, we are asking our students' parents to complete a “brag” sheet on their sons or daughters. Your personal responses can go a long way toward helping us write a more informed and substantive evaluation..

Your answers to the questions below can be placed in a sealed envelope and brought to us by your student, mailed to us, or delivered in person once school begins in September. *If you mail your response or send it in with your student, please address it clearly to your student's counselor and write CONFIDENTIAL on the envelope. Please be sure to put your child's name on the paper!*

Your remarks will remain confidential if you so desire. If there are some things that you feel are important, but should not be shared in a letter, please indicate this clearly on your responses. If you would rather discuss a particular situation than write about it, please feel free to make an appointment or call your student's counselor.

Thanks for your help!

Sincerely,  
Your School Counselors

### PARENT “BRAG SHEET” FOR COLLEGE RECOMMENDATIONS

1. What do you believe to be your child's outstanding accomplishments during the past several years? Why did you select these particular accomplishments?
2. In what developmental areas has your child shown the most growth during the past several years?
3. What do you consider to be your child's most outstanding personality traits?
4. Are there any unusual and/or personal circumstances (negative or positive) that have affected your child's academic performance or growth process?
5. What are your child's strengths and weaknesses?

If you would like to share any additional information that you think would be helpful please feel free to do so. Please be sure to indicate any information that you do not want to be shared.