

4. Significant volunteer and/or off-campus activities in which you have participated:

5. What do you consider your greatest accomplishment? Why?

6. What other information for this particular recommendation would be helpful for this recommender to know? (Explanation of special or unusual circumstances, honors you have received, scholarship criteria if applicable, difficulty of this particular school, etc.)

Directions for faculty: Recommendations should be submitted (or mailed) directly by you. In the event a college requests that a student send everything together, seal the envelope, sign across the seal and return it to the Guidance Office.

****Remember, if the student is using Common App, you must write and upload a letter of recommendation AND fill out a “Common App Teacher Evaluation” before the recommendation is able to be sent.****



Rosati-Kain High School
Steps for Requesting a Teacher Recommendation

1. Decide who to ask. Pick one or two at MOST. Most colleges just want a recommendation from your counselor and perhaps one teacher. Think about the following:
 - The teacher has taught me in a class junior (or senior) year.
 - This teacher can reflect on my intellectual growth.
 - This teacher has taught me in a core academic discipline.
 - This teacher would be able to tell a good story about me.
 - This teacher agreed to write my letter of recommendation without hesitation.
 - This teacher knows me as a person outside the classroom.
 - This teacher can assess my academic and personal achievements and potential.
2. Know what you want before you ask! (When possible)
 - Make a list of colleges that REQUIRE a teacher recommendation.
 - Next to the name of the college, write the deadline. You should ask the teacher AT LEAST two weeks before your deadline.
 - What is your method of application?
 - Common Application
 - Online direct via college's website
 - Coalition Application
 - Paper application, mailed with a stamp (VERY UNLIKELY)
3. Respect your recommender's time. Plan in advance to make request at a time convenient for the teacher (NOT at the beginning or end of class or during a test!) MAKE AN APPOINTMENT.
4. Give your teacher some information about what you would like him or her to emphasize – the recommendation form.
5. If the letter is to be mailed, provide a stamped, addressed school letterhead envelope (you can get these in the Guidance Office).
6. Give teacher gentle reminders at week intervals.
7. Once the letter has been sent, be sure to thank the teacher.
8. ON NAVIANCE: click on "colleges tab", click "Add Request", select teacher from drop down box, click boxes for colleges where recommendation should be sent, add comment (only if necessary), click "Save". Screen should take you back to "Recommendation Status" page.

******NEVER ACCEPT A LETTER DIRECTLY FROM THE TEACHER!! TO BE CONSIDERED "OFFICIAL", IT MUST BE SENT FROM ROSATI-KAIN.******