
The Student Guide to Requesting a Teacher Letter of Recommendation

This informational packet is designed to help facilitate the process of requesting a letter of recommendation from a teacher. Teachers at Weston High School prepare letters of recommendation in their free time, because they are willing to devote time above and beyond the school day to assist you in your admission process. The content of their letters reflect the experience of having you as a student in one or more of their classes over the year(s). The teacher may ask for additional information so they can speak to outside interests, if applicable.

Once you have identified the teacher(s) who will prepare a letter, you should keep in mind several things:

- 1) Teachers would like as much advance notice as possible as to the applicable deadlines, and very often prepare letters in the order in which all the materials required are provided.
- 2) All teachers would like a thank you note for the work and time they devote to the preparation of their materials, which often include college-specific forms in addition to their letters.
- 3) Teachers would also like to know what the college's decision was. Too often, teachers are the last one to find out where students get accepted and after all the work they put in, it is an essential part of the process to communicate decisions to them as well.

Process:

- Determine if whether you are applying to colleges that accept electronic application materials through *Naviance* (hint: look for the computer icon next to the college name in *Naviance*).
- Ask the teacher whether he/she intends to utilize the electronic submission option (but remember, teachers can only send electronically if you are as well).
- To process the request for a letter of recommendation, you must provide your teacher with the following: (use this as a checklist):

- _____ Prepare a time to meet with the teacher to personally go over materials and talk about your questionnaire.
- _____ The "Basic Questionnaire" uploaded as a journal entry into *Naviance* that you have shared with teachers.
- _____ College List Sheet (attached)
- _____ If the letter can be submitted electronically, you're done. HOWEVER, if the letter is to be mailed, fill in the necessary "Teacher Recommendation" Forms from the Common Application or the college, and provide them, along with stamped and addressed envelopes, using the WHS address as the return address (not your own).

The Basic Questionnaire for Teacher Recommendations

*** About You ***

Your Name: _____ Current Grade: _____

Best way to contact you (providing email or phone): _____

What class(es) have you taken with me before?

Class: _____ Year: _____ Grade: _____

Class: _____ Year: _____ Grade: _____

List three words you would use to describe yourself:

What was most meaningful about courses you took with me? What was most enjoyable?

What were your greatest success(es) in my classes? Greatest challenge(s)?

*** About Your Materials ***

_____ Make sure that the College List Sheet on the reverse is up to date.
Remember that you need to see me to add colleges if your list expands,
otherwise I will not know to send your letter!

If this recommendation will be mailed, be sure to include:

_____ Stamped, addressed envelopes with the WHS return address
_____ The college's or the Common Application's Teacher Recommendation
Form (with the Applicant section at the top filled out correctly and signed)

