

Information for the Teacher Who Will Write a Formal Letter of Recommendation

Some schools that you will apply to may require teachers from a specific subject area to give you a recommendation. It is important to note the requirements of each school. Think about who knows you the best not necessarily who gave you the highest grade. Ask each teacher if he or she would be willing to write you a favorable letter of recommendation. Once your teacher has agreed to write for you:

- Give your teacher enough notice (usually three weeks before your first application deadline)
- Keep in mind that you are not the only student asking this teacher for a letter of recommendation
- Give all of your materials to the teacher in one folder or large envelope
 - make sure that your name is on the folder
 - provide a list of all of your schools and their deadlines
 - do not fold your applications or put them into individual envelopes
- Make sure that all information that you need to fill out is completed before giving it to the teacher
- You should give the teacher :
 - the teacher recommendation form for each of your schools
 - an **addressed and stamped** envelope to each of your schools (teachers prefer the self adhesive type of envelope)
 - use **your** address for the return address
 - a brief information sheet that includes:
 - a list of your strengths in that particular class
 - your intended major or area of study
 - a brief description of any "highlights" of your time in class—ex. what was your favorite assignment and why?

When you are ready to give the teacher all of this information make sure to see them in their room and discuss it with them. Do not leave a packet for a teacher if they are not there, they may have questions. It is a good idea to follow up with teachers in about one week and to write them a nice thank you card.