



College Recommendation Requests

To quote a respected teacher, “asking for a recommendation is a valuable skill; it requires you to ask a favor of an adult who may feel that they do not owe you anything, something that you will need to do in college and life. The important thing to remember is that you are asking for a favor from someone who is already extremely busy. You must be delicate, polite and never, ever assumptive.”

Your Name: _____ Due Date: _____

Have you provided me a list of all the following: _____ Yes _____ No

What I need:

- ❖ Always give 3 weeks lead time
- ❖ Give me the recommendation form. Make sure filled out ALL the information which can be filled in ahead of time
- ❖ Make sure that your deadline is clear and written somewhere prominently. Teachers make mistakes and I don't want to miss a cut-off time which hurts your chances.
- ❖ If you want an honest recommendation, you must sign off on the confidentiality agreement. Otherwise, I will not write it. Do not worry, I will tell you if I am uncomfortable writing one for you. Be sure you trust the adult you ask to write honestly about who you are.
- ❖ Always include an addressed envelope, complete with stamp or an e-mail recommendation response. I will not give you a copy. Nor will I pay your postage.
- ❖ Don't assume that I know your life outside of my classroom. As much as I may like you, there is “stuff” I'll need to know about you before I write. If you feel there are things in the outside world that have contributed to your success or imparted you with skills, tell me. Please don't overstate your accomplishments. Be honest. I would also like the following information:
 - GPA (Weighted & Unweighted)
 - Class Standing/Ranking
 - The first choice college you would like to attend if accepted (consider finances when making your choice)
 - Hobbies/ -Accomplishments
- ❖ Think carefully about a message you would like to me to emphasize with the admissions department. If there is a flaw in your application, what would it be? For example, perhaps you are a bad test taker or your GPA was compromised by a weak Freshmen year)
- ❖ Please add anything you feel like I should know.

Please compile the above information and bring it to me ASAP. There is a box at the front of the room!