**A General Statement:** Teachers recognize that many schools require students to have letters of recommendation and that we have an obligation, as a faculty, to assist students in meeting those requirements. Students should realize that composing an initial letter takes one to two hours. Each application can add an additional one half hour to complete. Asking a teacher to write letters for five schools, for example, can take several hours.

**Expectations:**

* Include all materials in a manila envelope.
* **Print in chronological order, on the outside of the envelope, the schools with the dates that the applications are due. Include your name, phone number ,and e-mail address.**
* In the case of a “common form”, include ONE copy of the form, indicate on your manila envelope which schools will require that form, and clip the form to all the envelopes that will use the form if you are submitting via the postal service*.* ***If you are using the Common Application On-line, just invite me. If you are using FooBar, be sure to make a note of that too***. No envelopes necessary.
* For paper applications, include stamped envelopes attached to each application with the return address as:

**Somewhere School**

**1337 Leet Road**

**Nowhere, IR 00000**

* **Make sure that all portions of forms that you are responsible are filled out; don’t forget to sign it.**
* Submit all requests for letters at a single time.
* Give teachers a minimum of ten ***working*** days (and more if possible).

**Things to Include:**

* **Copy of transcript. This is a must; it does not need to be official so you can print it out from myBaz.**
* Brag sheet – List SAT I and SAT II scores, AP exam scores. List of clubs, sports, honors, and activities outside of school. Work experiences and any hobbies that you have. Courses completed at any other campus.
* Answer the following prompts:

1. *What are three words that you would use to describe yourself? Explain.*
2. *How would a friend describe you? Explain.*
3. *Have you received any academic awards or recognition while in high school? Include a description of the award and* ***its significance to you****.*
4. *What aspects of your academic experience would you particularly wish to have pointed out as a strength? What weakness should be explained?*
5. *Describe any circumstances that might have affected your school performance.*
6. *Tell me how you made contributions to* ***my class*** *(Nihillism 1 and 2). If there was a project, activity that you excelled at; situation where you really improved.* ***Along with this****, describe any NL experiences that you were particularly involved with.*
7. *What has been the most significant course you have taken in high school and why?*
8. *Tell me about two significant activities (e.g. community service and volunteering) that you have been involved in.* ***What was your role in the activity and what impact has it had on you?***

* Specify things you may wish the teacher to note. Is there an event or circumstance that has altered your perspective on things or played a role in making you the person that you are?

**Manners:**

* Do not drop your packet off in my mailbox or on my desk without first speaking to me. If you don’t talk to me, I won’t write your letters.
* Do not list me as your recommender without speaking to me first. You should contact me personally, before I receive an invitation via e-mail from a school.
* **Understand that sometimes teachers do not feel comfortable writing letters for certain individuals. Respect their refusals. If you’ve sat passively in your seat all year, it is very difficult for me to write a unique letter to make you stand out from all the other applicants.**
* Consider the limitations on teachers’ time. Please apply only to schools that you are seriously considering attending.
* Asking two or more teachers from the same subject area in order to “split their load” only adds an additional burden for everyone. Please minimize the number of teachers per department whom you ask to write a letter.
* If you have asked me to write a letter for a school, writing a letter for a scholarship is no big deal – just give me time to do it.
* Teachers like to know if you were admitted to the school of your choice and where you plan to attend. Don’t forget to tell them.