

Requesting Recommendations from EVHS Staff Members

Dear Students:

Congratulations! You are, no doubt, reading this because you are ready to begin the processes that will help you reach your post-high school plans. This is an important milestone in your growth to the next phase of your lives and we want to support your success, whatever schooling and occupational choices you make. Following this protocol will help our staff members help you! We have included a variety of support materials that you can use in this important process. Please review these materials carefully and, as needed, consult your counselor for further assistance.

We want to help you reach your goals!

- ☐ **Help us help you!** – Be aware of the staff member’s professional and personal obligations and time. Other students may very well be asking the same staff member to write a recommendation, so make your requests early! You are expected to give the staff member **at least three (3) weeks** to complete the tasks of providing a recommendation.
- ☐ **Write a *Letter of Request* to the staff member** – Enclosed is an example of a *Letter of Request*, summarizing your apply list of colleges/universities (or scholarships), your deadlines for submission, and the characteristics you would like the staff member to address in the writing of the recommendation.
- ☐ **Provide a Resume** – Provide the staff member with a complete resume of your school and community activities and involvement. Make sure everything you include is clearly stated, so the staff member can effectively use the information in a letter. NAVIANCE has a very effective Resume building tool to help you create a professional document.
- ☐ **Provide answers to the Teacher’s and/or Counselor’s Questionnaire Survey on Family Connection** – The Teacher’s Questionnaires are available by accessing the recommendation letter packet through “Recommendations” on your home page menu bar in NAVIANCE. The Counselor’s Questionnaire is an on-line survey through NAVIANCE Family Connection. Each includes prompts that allow you to share unique information about yourself that will be extremely valuable to the staff member in writing your recommendation. Complete the answers to these questions for each teacher and provide them with a paper copy. The Counselor questionnaire results are accessed on-line by your counselor.
- ☐ **Complete all demographic information on individual Teacher and/or Counselor Recommendation forms** – If the college/university or scholarship organization provides you with a specific form that needs to be completed by a recommending teacher or counselor, be sure you complete all of the demographic information on the top of the form.
- ☐ **Provide an addressed, stamped envelope** – Staff members generally submit their recommendation on-line, or they mail them directly to the college, university or scholarship organization. You are expected to provide the staff member with a stamped, addressed envelope if they must submit by regular mail. ***You are responsible for coordinating this process directly with the recommending staff member.***
- ☐ **Provide a copy of your unofficial transcript and your senior year schedule** – You may get a copy of your unofficial transcript and your senior year schedule from the student or parent portal. If you need a copy of your **Honors Transcript**, please come to the Counseling Office. Provide a copy of each to the staff member(s) writing your recommendation(s).
- ☐ **Place all of your completed materials in a single folder** – This will help you and the staff member both remain organized!
- ☐ **Be sure to provide a “THANK YOU”** - Remember, you asked this staff member to write you a letter because the two of you have a positive relationship. The staff member is pleased to help you and is proud of your accomplishments. The staff member is helping you because s/he cares about you and respects you. Show your respect in return by saying thank you in a way that illustrates how much you appreciate their assistance!

Our best wishes to you as you pursue this next important leg in the journey of reaching your full potential.

We look forward to celebrating your future successes!

-The Faculty Members of Eastview High School

Sample - Letter of Request

August 28, 200x

Dr. Todd Beach
History-Social Studies Teacher/Coach
Eastview High School

Dear Dr. Beach:

Thank you for agreeing to write college admissions recommendations on my behalf. I am currently planning to apply to the nine schools listed below. I have also set personal deadlines for submission of materials.

Submission Deadline September 25, 200x	Submission Deadline October 25, 200x	Submission Deadline November 25, 200x
Aaaaaaaa College	Dddddd University	Ggggg State University
Bbbbbbbb College	U of Eeeeeeeeeeee	Hhhhh College
Cccccc University	Fffffff College	Jjjjjjj College

I will provide you with a packet of materials at least three weeks prior the deadline. I will complete as much of the directory information as possible on each school's Teacher Evaluation form. In virtually all cases, the Teacher Evaluation Form requests short responses to a few questions, along with a scaled evaluation. It is acceptable to attach a Letter of Recommendation to the form in lieu of responding to the remaining questions that require longer responses. I would expect that the same Letter of Recommendation (with slight variations) will work for all schools.

In writing the Letter of Recommendation, I would appreciate it if you would touch upon the following:

- Academic achievement (see enclosed transcript):
- Co curricular involvement (see enclosed Personal Data Resume)
- School and community involvement (see Resume)
- Character (a "Big factor" at my dream school)
- How I could be expected to contribute to the school's community over the next four years
- What makes me unique

I will also provide you with addressed, stamped envelopes to facilitate the forwarding of these materials to the appropriate college/university.

You have been an important person in my life at Eastview High School. Thank you for taking your valuable time to help me once again.

Respectfully,

Xxxxxx Y. Zzzzzzz

Teacher #1 Questionnaire

Eastview High School Counseling Department

In order to provide a recommending teacher with adequate background information about you and your performance in a particular course, please respond to the questions listed below. This will help them highlight personalized information about you in their recommendation letter.

Student Name_____Course_____

Teacher Name_____School Year_____

1. What did you find most challenging about this course?
2. What is the best piece of work (composition, research paper, etc.) that you did for this class?
3. What is your favorite memory of this class?
4. What is your proudest moment in this class?
5. Describe your efforts in the class (participation, assignments, etc.). Did your grade in the class reflect these efforts?
6. What is one main concept, idea, or lesson that you learned from having had this class?

(Write only in the space provided)

Teacher #2 Questionnaire

Eastview High School Counseling Department

In order to provide a recommending teacher with adequate background information about you and your performance in a particular course, please respond to the questions listed below. This will help them highlight personalized information about you in their recommendation letter.

Student Name_____Course_____

Teacher Name_____School Year_____

1. What did you find most challenging about this course?
2. What is the best piece of work (composition, research paper, etc.) that you did for this class?
3. What is your favorite memory of this class?
4. What is your proudest moment in this class?
5. Describe your efforts in the class (participation, assignments, etc.). Did your grade in the class reflect these efforts?
6. What is one main concept, idea, or lesson that you learned from having had this class?

(Write only in the space provided)