

How To ASK FOR A TEACHER RECOMMENDATION

Not All Colleges and Universities Require Recommendations

Check to see if your college requires a recommendation and how many they will accept. Are there specific questions that need answered or a specific form that needs to be used? Make sure you have the correct email address if your college wants the recommendation electronically or snail mail address if they want a hard copy.

What Teacher Should I Ask?

Think of teachers who know you best and would be enthusiastic about writing a letter.

Here are a couple things to keep in mind:

The teacher should teach an academic class, be from your junior year (maybe sophomore year), and had for more than one class

When Should I Ask the Teacher?

Approach the teacher 3-4 weeks before the deadline date. You can say something like this: "I'm applying to this college and it requires a teacher recommendation. I think you know a lot about my strengths as a student. Would you be able to write one for me?"

Steps for Naviance

Make sure the Brag Sheet is filled out on Naviance. It gives your teacher much needed information when writing their letter. After you ask your chosen teacher, request their recommendation.

Colleges > Letters of Recommendation > Select Teacher > Choose either ALL colleges or specific college(s) > Personal Note (can refer teacher to your brag sheet) > Submit Request

Don't Push!

If a teacher says they are not sure, shows some reluctance, or says no when you ask them to write a letter of recommendation, don't push it! Ask another teacher. You want a recommendation that "shines," not one that someone is going through the motions with.

Send a Thank You Note

Write a thank you note to the teacher(s) who write recommendations for you. These notes are treasured by your teachers. It truly makes their day!

