

## How to Request a Teacher Recommendation ver 17

It is MY job to write a winning recommendation, it is YOUR job to provide all the details necessary to make this possible. The better job you do, the better the recommendation will be.

**Online Applications:** I still need all the information and items listed below. Get a copy of the online form if possible. If not, ask me for a sample form that you can use to record this information. Make a separate copy for each college.

**MAKE SURE EACH OF THE FOLLOWING IS COMPLETED AND CHECKED-OFF ✓.**

**Incomplete applications will be returned.**

- Give the teacher PLENTY of time to write your recommendation. A minimum of two weeks is required; more time is better. Don't assume that the teacher has time during the week or that he has all weekend to write your recommendation. **Due Date OCT 15**
- College Recommendation Form
  - TYPE** in all information that is not directly related to a teacher evaluation.
    - School name and address
    - Any PRINTED information, like NAMES and DATES.
    - Classes and grades you have taken with teacher
    - Number of years teacher has known you
    - How the teacher knows about you
    - MAKE SURE YOUR NAME IS ON THE APPLICATION!!!!!!**
    - Sign the waiver.
    - DO NOT CHECK ANY BOXES ON EVALUATIONS
    - DO NOT FILL IN ANY SHORT ANSWERS.
    - DO NOT FILL IN ANY SIGNATURES FOR THE TEACHER.
    - (Important) Supply 3 words that describe you.
    - If the rec form does not include the school name, write it in pencil at the top.
- Envelop **(not on flash drive) PUT YOUR NAME ON EVERY PAPER IN THE ENVELOPE**
  - Include several sheets of blank **School Letterhead** paper.
  - Address the envelope. Use my name and the school address for the return address.
  - Stamp** the envelope. (Make sure there is sufficient postage.)
  - Write the DUE DATE **AND YOUR NAME** inside the envelope, under flap.
  - If you are submitting multiple recommendation requests, be sure that each of them is in a individual stamped envelope and all are in a larger envelop along with all support materials.
- Receipt Checklist (put your name on each page)
  - Have a form with a list of all applications submitted and their due dates. Teacher will check off those that are sent out and return the check list to you.
  - Outline of accomplishments Create this in preparation for your essay. You might want to organize the different entries by subject so that you can submit the same outline to all teachers.
- Essay printed on paper AND submitted on disk, CD or flash drive.) (put your name on each page)
  - Write an essay from the teacher's point of view. Discuss all aspects of what you want a teacher to say about you. Be sure to include as many **details** of activities, awards and grades that you feel are important and that I might know about. DO NOT be afraid to be positive. Explain why YOU are special. I will rewrite the letter, but it is important to know what YOU think is important. If this essay is short or unconvincing, expect your recommendation to be the same. **Put a printed copy in the envelope AND supply this essay on a disk, CD or flash drive.**
- Carefully re-read the application. You will not see it again and any missing information will reduce your chance of making a good impression.

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**Helpful Hint:** Create a folder in 9<sup>th</sup> grade. In it put all records of awards, activities, classes, community service, publications and anything that could be used when writing resumes and college applications. Include dates, number of hours for service projects, and names and contact information for reference / recommendation letters.