



## Teacher Recommendation Questionnaire

\*\*Please note that the following questions are just suggestions and some teachers may have their own set of guidelines that they would like you to follow.

1. What was it about your experience in my class or your interactions with me that led you to request a letter of recommendation? Please include the class title and the year you were enrolled.
2. What do you believe were your strengths in my class that you would like for me to highlight? Please use specific examples.
3. Which projects/essays that you completed in my class were particularly memorable to you and why?
4. Can you think of any instances where you took on a leadership position within the classroom?
5. Is there any additional information that you would like for me to be aware of as I write your letter of recommendation?

**REMINDER:** Your Senior Packet from Guidance, including the Student and Parent Brag Sheets, has been formatted solely for the use of your School Counselor.

## **TEACHER RECOMMENDATION ETIQUETTE**

Please keep the following points in mind as you approach a teacher to write a recommendation letter on your behalf:

### **1. Students are not entitled to letters of recommendation.**

Writing recommendations falls outside the realm of teachers' professional responsibilities. Many teachers enjoy writing letters of recommendation, but it is important for students to know that writing one letter often can take *over an hour* – taking time away from both professional and personal activities. You should also know many of our teachers are asked to write over 35 letters!

### **2. Always ask for a letter of recommendation in person – Do this every time you make the request.**

Many teachers have been contacted by e-mail, Naviance, and some have simply had envelopes placed in their mailboxes with no personal contact. This is not acceptable. Any follow up should also be in person (i.e., providing envelopes, checking on due dates).

### **4. Provide all of the necessary information in an organized manner.**

Make sure to include a list of all your colleges and their deadlines as well as any information your teacher is requesting of you.

### **5. Ask sooner rather than later.**

Please give teachers and counselors at least 4 weeks notice prior to your first application deadline. However, it is recommended to informally ask your teachers before the end of your Junior Year.

### **6. Stop by in person to say "Thank You".**

Make sure to follow up with a personal thank you note.