

REQUESTING A **TEACHER** LETTER OF RECOMMENDATION

STEP 1

IDENTIFY YOUR RECOMMENDERS:

- Choose up to **two** teachers who know you well, based on your academics or extracurriculars. Be aware of how well a teacher may know you due to our virtual setting. They may not know you well enough to write a letter!
- Ask the teacher **in person** to write a letter for you. If in person is not an option, send a personal email to the teacher. Be sure to request your letter **at least 10 school days** before your application due date.

STEP 2

AFTER YOUR RECOMMENDER AGREES TO WRITE A LETTER:

- Provide a copy of your senior brag sheet or resume to assist him/her in writing your letter. A teacher may ask you to provide **additional information** to help write a quality letter.
- Provide the teacher a list of all schools you want your letter sent to in addition to the application due dates. **The due dates you give your teachers must line up with the due dates in your application portal.**

THINGS TO REMEMBER

- Many of the same teachers are asked to write letters each year, and some may reach a capacity to the number of letters they can write in addition to their other responsibilities. **Ask early, and have a backup plan if one of your top two teachers cannot write you a letter!**
- Teachers and Counselors may be given a deadline later than the application deadline to submit your materials.
- Teachers want to support you in your college goals and are happy to help you! However, teachers are NOT required to write a letter and may decline your request due to time limitations, limited knowledge of you, etc.
- Teachers always appreciate a **thank you** and love to hear the outcome of your admissions/scholarship; let them know if you're accepted!