

TEACHER RECOMMENDATION REQUEST FORM

Student Instructions:

1. The University of California (UC) and California State University (CSU) campuses DO NOT accept letters of recommendation (LOR).
2. Read the instructions for all private and out of state colleges carefully. Some require a LOR from a teacher of a specific subject.
3. For **each** LOR requested the following is required:
 - a. The application will contain a form titled: Teacher Evaluation Form, Recommendation Form, Secondary School Report, or School Report Form. Complete the student section of the form, sign, date, and attach to the packet you provide the teacher.
 - b. List each college and the application due date you are requesting the teacher to send a letter to.
 - c. Provide **each** teacher with a standard letter size envelope pre-addressed with sufficient postage.
 - d. Provide **each** teacher with a current resume and/or ask the teacher what additional information would be helpful.
 - e. Attach the above to the completed LOR Request Form (2nd page of this packet).
 - f. Take the time to discuss with **each** teacher your goals and college interests.

The completed LOR Form and requests must be made in person. **DO NOT LEAVE ANY PAPERWORK IN A TEACHER'S MAIL BOX!** Counselors will not forward requests to teachers. You are requesting a "favor" of your teacher and this deserves the respect of personal contact. Your teachers are busy. Please provide them with a minimum **SIX WEEKS NOTICE** before the completed application is due.

Unless your college specifically requests that all parts of your application be in one package, your teacher will send the letter directly to the college in the envelope that you have provided.

Most important, please remember this is a courtesy. Your teachers provide LORs because they care. Thank them!

Teacher Instructions on Reverse

TEACHER RECOMMENDATION REQUEST FORM

Teacher Instructions:

Thank you for writing a letter of recommendation for this student. Admissions personnel value your letters and information provided on the School Report. Below are recommendations for teachers specifically to assist with providing the most helpful information for admission committees. Please do not hesitate to contact a counselor with questions.

If you have any concerns about the student who has asked you to write a letter, you may decline to write a letter. Students are aware this is a courtesy. When writing your letter, please be aware of the following:

- Please write all letters on Los Alamitos letterhead.
- Because admission officers are seeking candid and accurate information, letters of recommendation must remain **confidential**. To ensure confidentiality, please seal your letter in the pre-addressed envelope that the student should have provided. Sign your name across the flap of the sealed envelope, and place a piece of tape across your signature. Please do not allow students to obtain a copy of their letter, either in paper form or on a diskette. If colleges know that a letter is not confidential, they may give less weight to it.

The letter should be one page/two to three paragraphs. Applications are most often read by specific high schools, therefore they do notice when the same letter is used for multiple students. Helpful hints:

- Give specific examples of what motivates this student.
- They find great value in a letter that includes comments specific to your interaction with the students in the classroom, academic ability, or character.
- What are his/her distinguishing personal characteristics?
- What are his/her distinguishing academic and intellectual qualities?
- Letter that are personal, direct, and focused carry more weight.
- Schools prefer letters that are 100% confidential. This means the letter has never been read and is not influenced by the student or parent.

Admissions evaluators want to know that the candidate demonstrates such intellectual qualities as:

- Curiosity
- Independence of judgment
- Ability to make connections
- Originality of thought
- Engagement with intellectual issues
- Excitement for the process of discovery

They want to know your assessment of the student's:

- Potential for continued growth
- Maturity level
- Tolerance of differences
- Willingness to take risks
- Commitment
- Open-mindedness
- The level to which the student participates and contributes to the learning process
- Passion for ideas
- Specific talents and aptitudes
- Respect for others
- Leadership qualities
- Sense of humor

Student Name: _____ **Teacher:** _____

Course(s) completed with this teacher: _____ Year/Grade: _____

Why have you requested this particular teacher to recommend you for college admission? Please give specific reasons. _____

In this course, what project or lesson impressed you most? How and why? What did you learn?

What did you contribute to this class? _____

What academic course awards or distinctions have you received in this department? _____

How would you describe yourself academically? Why? _____

Are there any special circumstances that affected your performance in class? If so, please explain.
