

Letters of Recommendation

IF YOU WOULD LIKE ME TO WRITE YOU A RECOMMENDATION, I WILL NEED THE FOLLOWING:

1. A copy of your entire Student Data Sheet that you gave to the counselor--including your college visit/research form for schools to which you are asking me to provide a recommendation. I need a copy which is readable. Many students do not use dark enough ink or make a light photocopy and these are almost impossible to read. (COLLEGE/UNIVERSITY APPLICANTS ONLY.)
2. Brief information on the colleges or program and surrounding areas. Beyond the fact that this school may have a wonderful program in your major, what other items will you take advantage of? Look beyond the obvious: you are in orchestra and they have a great orchestra. What are the unique characteristics of the school and the surrounding areas that have special appeal to you? (Not necessary for Honor Programs applicants)
3. A copy of your most current transcript and your scores: SAT and SAT II, all A.P. scores, etc. (College and Honor Programs Applicants ONLY.)
4. Fill out the Letter of Recommendation Form (included below; COLLEGE/UNIVERSITY APPLICANTS ONLY or if you are NOT currently in my class.)
5. If there is a waiver with regard to the Family Educational Rights and Privacy Act of 1974, please sign it. I WILL NOT WRITE A RECOMMENDATION LETTER THAT IS *NOT* STRICTLY CONFIDENTIAL.
6. Place all material in a **file folder** or large envelope with your name and the deadline dates marked in large letters on the front. Have a preprinted addressed and stamped envelope(s) so that I can mail it out as soon as I am done with the recommendation. If an envelope is not provided, I will not write a recommendation letter.
7. Provide me with adequate time to write the letter. I require at least one week for forms like the NHS application where I just need to check a few boxes, make a few comments (2-3 sentences.) However, if it requires writing about your character, I would need a minimum of three weeks. If the request or materials do not make it to me within that time frame, I have to decline writing you the recommendation letter.
8. After I mail your letter, a proper thank you would be nice because I have taken the time to write a letter for you (handwritten card is customary). Also, please let me know the outcome. 😊

Of special note: Please reconsider asking me for a recommendation if you do not have at least a "B" in my class (or if you have done anything disrespectful, hurtful, or dishonest like cheating...). I will not lie or cover up the truth in any of my letters. If I cannot brag about you, then the best I can do is write an "average student" recommendation letter, which will not get you into the program you are seeking. You are better off asking another teacher at that point.

Name _____

What school year was it when you were in my class? _____ (e.g. 2006-2007)

What period were you in? _____ What grade did you get in my class? Fall _____ Spring _____

Pretend that you are Ms. Yue and write a letter that you think I should write about you and my class. Some possible things you may want to think about and include in your letter are: What are the special things you did? What was something you did well? Did you make me laugh? Were you especially creative? What obstacle did you encounter in my class and how did you overcome it? What are things that you've done that may have contributed to the overall class?