

Letters of Recommendation - Information For Students

- Each student will receive two teacher letters of recommendation and one guidance counselor letter of recommendation in support of their college application.
- Counselors automatically write recommendation letters for their half of the alphabet. You DO NOT need to ask us!
- **You may only ask 2 teachers to write recommendations on your behalf.** Prior to making your requests, research the letter of recommendation requirements of the college programs you are considering. Many colleges prefer 1 math/science teacher and 1 humanities teacher (english/history/spanish)
 - Note: There are a few colleges that require 3 letters of recommendation. Mostly only 7-year med programs. In the fall, if you decide to apply to one of those programs, that is when you will be allowed to ask for a 3rd letter. We will first need to see proof that you are applying to a college that requires 3 letters.
- Teachers will hold priority spots for students who they have worked with through clubs, projects or other extension activities.
- **The priority day for students to ask teachers will be Monday 5/4/15.**
- All students may start asking teachers to write a letter of recommendation on Tuesday, 5/5/15.
- Students need to secure 2 teachers to write a letter of recommendation by Friday 5/8/15 by having them sign the Recommendation Request Form (drop off in your counselor's mailbox)
- You also need to add the 2 teacher names in your Naviance account.
- How to add your teacher recommendations in Naviance:
 - Click on the "Colleges" tab
 - Click on "Colleges I'm Applying To"
 - Under the heading "Teacher Recommendations" click on "add/cancel requests"
 - List the 2 teachers who agreed to write you a letter, and click "Update Requests"
- Students will complete two Brag Sheets in Naviance, each pertaining to the specific classes of the teachers writing recommendation letters for them. Teachers will use these brag sheets to help develop your letter.
- Recommendation letters will be completed by faculty by the end of September and be distributed to colleges by the Guidance department, along with transcripts and other application materials.
- Students will not be able to view their recommendation letters

Letters of Recommendation Checklist:

- Ask 2 teachers to write a letter of recommendation (priority day 5/4, all students 5/5 - 5/8)
- Put completed "Letter of Recommendation Agreement" in your counselor's mailbox by 5/8
- Complete Brag Survey for Counselor in Naviance by 5/29
- Have parent(s) complete Brag Survey for Counselor in Naviance by 5/29
- Complete Brag Survey for Teacher #1 in Naviance by 5/29
- Complete Brag Survey for Teacher #2 in Naviance by 5/29