

# CCO.MKA

## Teacher Recommendations

Your first step in completing the teacher recommendation process is downloading the Teacher Rec forms that accompany your application forms.

Many colleges and universities accept the Common Application. You can download the PDF at [www.commonapp.org](http://www.commonapp.org). Not all colleges and universities accept the Common Application so you will have to download teacher recommendation forms directly from their websites. Some do not require any recommendation letters at all. (We suggest you send them anyway.)

Some colleges may require two teacher recommendations, others only one. Sometimes, college admissions offices will request a letter of recommendation from an instructor in a specific discipline like math or science.

To help you get organized and give your teachers the correct forms in a timely manner, we have provided some tips below:

- 1) Read carefully through the application material from each college or university in order to determine whether or not teacher recommendations are required.
- 2) Whoever agrees to write your recommendations, **it remains your responsibility to submit the Teacher Recommendation Request Contract to the CCO by October 1.** This agreement among you, your recommending teachers, and your college counselor formalizes everyone's intention in this important application step.
- 3) Recommendation letters are useful to a college admissions counselor because your teachers share their experiences and observations of you as a student. To facilitate the letter writing process for your teacher, it would be helpful if you wrote or discussed with them your responses to the following questions:
  - *What is a memorable achievement, project, assignment in their class?*
  - *Was there an academic challenge that you confronted? How did you overcome it?*
  - *What was the most important lesson you learned as a result of being in their class?*
  - *Were there any circumstances that positively or adversely affected your academic performance?*
- 4) To make this important job of writing recommendations as easy as possible for your teachers, submit a recommendation packet to them which includes:
  - a manila envelope available in the CCO with recommendation materials;
  - stamped, addressed business envelopes enclosed for each college to each teacher by your earliest application deadline;
  - Teacher Recommendation Form, if applicable, with student information completed.  
(This form, usually a checklist of adjectives, is not used by some colleges and some teachers may also prefer to submit their narrative comments about you without this form.) *See reverse side of handout for visual aids.*



**Recommendations routinely are submitted some time after you have given all materials (envelopes, etc.) to teachers and just prior to application deadlines. Under no circumstances should your request and materials be left in a mailbox or on a teacher's desk.**

# Materials Needed for Teacher Recommendation Packet



Manila envelope with sheet adhered to the front where you will list for your teachers:

- Names of Colleges
- Application Deadlines
- Admission Plan (Early Decision, Early Action, Rolling, Regular Admission)
- Teacher Rec Form (if included)



Pick up business envelopes from the CCO. These will have MKA's return address in upper left corner. Take as many as you need. For example, if you are applying to seven colleges, grab seven envelopes.

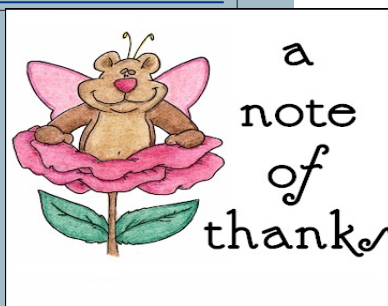


Write or print addresses for each college or university on envelopes so that your teachers can easily mail their recommendation letter.

Please remember to adhere a stamp to ALL of your envelopes. It isn't fair for teachers to scramble and run to the post office for you.



Teacher Rec Forms from either Common App or individual college or university



And, don't forget to thank your teachers!