

LIST OF THINGS THAT JUNIORS NEED FOR TEACHER LETTER OF RECOMMENDATION

1. Cover note thanking teacher for agreeing to write letter of recommendation
2. Include a copy of your ACTIVITIES RESUME (even if it is a “work in progress”).
3. A teacher evaluation form with the top section completed and signed by the student. It is recommended all students waive their rights to see the letter of recommendation – it shows that you have nothing to “hide” (see attached sample).
4. List of colleges including due dates and specifying Early Decision/Early Action/Rolling/Regular. Since many teachers like to write and send the letters out for each student all at one time please have your list of colleges complete before giving them your information. The best way to handle this is to ASK the teachers before giving them the information for their personal preference.
5. MOST IMPORTANTLY – since the teachers mail the letters personally you must include a STAMPED envelope addressed to the college’s office of admissions or other office depending upon the school (see attached sample). ONE FOR EACH SCHOOL.
6. If a teacher wants more information for the letter you could include a copy of STUDENT BRAG SHEET.

STUDENT ACTIVITIES RESUME

NAME: John Smith

SS# 123-45-6789

ACTIVITY:

| School Related: | Grade | | | | HRS. PER WK/YR | POSITION/HONORS |
|-----------------|-------|----|----|----|-----------------|-----------------|
| | 9 | 10 | 11 | 12 | | |
| SADD | X | X | | | 8 hrs/39 wks. | Student member |
| SADD | | | X | | 10 hrs./39 wks. | Club treasurer |
| SADD | | | | X | 15 hrs./39 wks. | Club President |

Volunteerism:

| School/Community: | Grade | | | | HRS. PER WK/YR | POSITION/HONORS |
|----------------------|-------|----|----|----|----------------|--------------------|
| | 9 | 10 | 11 | 12 | | |
| Habitat for Humanity | | | X | X | 15 hrs./wk | CARPENTER'S HELPER |
| AARP | X | X | | | 5 hrs/39 wks. | Teacher's aide |

Non-School Related: (include interests, hobbies)

| | 9 | 10 | 11 | 12 | HRS. PER WK/YR | POSITION/HONORS |
|-------------|---|----|----|----|----------------|-------------------------------------|
| Play Guitar | X | X | X | X | | |
| Swimming | X | X | X | X | 5 hrs/39 wks. | PAL Team, backstroke and free style |

Summer Activities:

| | 9 | 10 | 11 | 12 | HRS. PER WK/YR | POSITION/HONORS |
|------------------|---|----|----|----|----------------|-----------------|
| Johns Hopkins | X | | | | | |
| Brown University | | X | | | 13 wks. | Writing Seminar |

Work Activities:

| | 9 | 10 | 11 | 12 | HRS. PER WK/YR | POSITION/HONORS |
|---------------------------------|---|----|----|----|------------------|-----------------|
| Lifeguard North Shore Camp | | | X | X | | |
| Swimming Coach North Shore Camp | | | | | 40 hrs./ 13 wks. | |

Date

Dear (name of teacher)

Thank you for agreeing to write a letter of recommendation on my behalf. I know this is a busy time of year and wanted to you be aware of my appreciation of the time you will spend writing this note for me.

I have enclosed a teacher evaluation form with the student portion completed and signed that you can attach to each letter.

In addition I have enclosed a list of colleges that this letter needs to be sent to and application due dates along with stamped envelopes addressed to each college.

Should you have any questions or require additional information please contact me.

Thanks, again...

Jericho High School Teacher Evaluation Form

99 Cedar Swamp Road
Jericho, NY 11753
(516) 203-3600

To The Applicant

Fill in the information below and give it to a teacher who has taught you an academic subject. Provide the teacher with stamped envelopes addressed to each of the colleges requesting a Teacher Evaluation.

Birthdate 01/01/88 Gender F Social Security # 123-45-6789

Student Name Smith John

Address 20 any street, Jericho, NY 11753

School you now attend - Jericho High School CEEB/ACT code - 332628

I waive access to this recommendation which shall therefore be considered confidential.

J. Smith 9/10/2006
Student Signature Date

To The Teacher

Teacher's Name (please print or type) S. Smith Position _____

Note to Schools: All information regarding the teacher's length of acquaintance with the student, the subjects taught to the student and student achievement in the course is addressed in the attached letter.

1. What do you know of this student's intellectual qualities? What are your impressions of the student's academic priorities? Can you give any evidence about the nature of his/her motivation for academic work? Consider the originality, independence and sensitivity he/she displays in course work and the breadth of intellectual interests. How are the expressions of verbal and written ideas? What is the quality of his/her performance as compared to classmates?
See Attached.

2. Which personal qualities stand out in the applicant? In addition, are there any features of the applicant's background that would be important for a college to know? Consider personal strengths and weaknesses.
See Attached.

3. Do you have any reason to doubt this student's academic integrity?
No _____ Yes _____

4. In terms of your _____ years of experience, how would you compare this applicant to his/her entire class?

| | Not Applicable | Below Average | Average | Good above Average | Excellent top 10% | Outstanding top 5% | Top 1% |
|-------------------------------|----------------|---------------|---------|--------------------|-------------------|--------------------|--------|
| Academic Achievement: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Academic Potential: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Character/Personal Qualities: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Overall Rating : | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Teacher Recommendation Letter Attached

Signature _____ Date _____

Jericho High School
99 Cedar Swamp Road
Jericho, NY 11753
Att: Teacher Name Doing Recommendation



Director of Admissions
Name of College
Address of College
City/State/Zip

Confidential - Letter of Recommendation

Jericho High School Teacher Evaluation Form

**99 Cedar Swamp Road
Jericho, NY 11753
(516) 203-3600**

To The Applicant

Fill in the information below and give it to a teacher who has taught you an academic subject. Provide the teacher with stamped envelopes addressed to each of the colleges requesting a Teacher Evaluation.

Birthdate _____ Gender _____ Social Security # _____
mm/dd/yy

Student Name _____
Last First Middle (complete)

Address _____
Number and Street City State Zip

School you now attend – **Jericho High School** CEEB/ACT code -

Student Signature _____

Date _____

To The Teacher

Teacher's Name (please print or type) _____ Position _____

Note to Schools: All information regarding the teacher's length of acquaintance with the student, the subjects taught to the student and student achievement in the course is addressed in the attached letter.

1. What do you know of this student's intellectual qualities? What are your impressions of the student's academic priorities? Can you give any evidence about the nature of his/her motivation for academic work? Consider the originality, independence and sensitivity he/she displays in course work and the breadth of intellectual interests. How are the expressions of verbal and written ideas? What is the quality of his/her performance as compared to classmates?

See Attached. _____

2. Which personal qualities stand out in the applicant? In addition, are there any features of the applicant's background that would be important for a college to know? Consider personal strengths and weaknesses.

See Attached. _____

3. Do you have any reason to doubt this student's academic integrity?

4. In terms of your _____ years of experience, how would you compare this applicant to his/her entire class?

| | Not Applicable | Below Average | Average | Good above Average | Excellent top 10% | Outstanding top 5% | Top 1% |
|--------------------------------------|----------------|---------------|---------|--------------------|-------------------|--------------------|--------|
| Academic Achievement: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Academic Potential: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Character/Personal Qualities: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Overall Rating: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Teacher Recommendation Letter Attached

Signature _____ *Date* _____