RECOMMENDATION AND SECONDARY SCHOOL REPORT GUIDELINES

If you are requesting a recommendation from a teacher or a secondary school report from your counselor to a college or university for admission or scholarship consideration, please observe the following “suggestions”:

1. Strategize, in advance, which teacher(s) you would like to use and ask that teacher if he or she would be willing to write a letter of recommendation on your behalf. You can do this even before you have received application forms, so that teachers can describe what they expect from you.

2. Teachers require at least two weeks advance notice to write a letter of recommendation. If you offer less than that amount of time, you risk that the teacher will not be able to perform.

3. If at all possible, submit all your application requests at the same time (colleges provide the forms for teachers) and use a post-it sticker to highlight the deadlines for each letter. Give the teacher a pre-addressed, stamped envelope in which he or she can send the recommendation form, separate from the application.

4. Counselors should receive the “Secondary School Report Forms” at least two weeks in advance of the deadlines as well. However, it is not necessary to hand all of them in at the same time. The secondary school report should have a copy of the actual application attached to it. We will attach copies of your School Letter of Recommendation, a copy of your official transcript, a school profile, a listing of courses in progress (upon request), and a self-mailing postcard to confirm that the school received your package. If you have any questions about whether or not the colleges received your information, we should be able to track receipt by the postcards we receive.

5. ALWAYS KEEP A COPY OF YOUR APPLICATION!!!!

6. WATCH YOUR DEADLINES CLOSELY.