



# Teacher Recommendation Request Form

PLEASE ALLOW A MINIMUM OF FOUR WEEKS FOR RECOMMENDATIONS TO BE WRITTEN, PROCESSED, & MAILED.

Please type the remainder of this document using Adobe Reader. This program is available FREE for download at <http://get.adobe.com/reader/>

**SELF-ADDRESSED, STAMPED ENVELOPES MUST BE SUBMITTED TO THE COLLEGE OFFICE FOR EACH RECIPIENT SPECIFIED!**

## PROCEDURAL OVERVIEW

- The Archimedean faculty will gladly consider writing letters of recommendation for current students and graduates of Archimedean Upper Conservatory.
- Understand that **faculty members will give an honest assessment of the work ethic, study habits, grasp of material, analytical abilities, academic potential, reaction to challenges, support of classmates, respect for authority, ethical behavior, and personal strengths you have displayed throughout their course(s).** Students should, therefore, only ask teachers who know them well enough and can honestly say good things about their school work, attitude, and behavior.
- All faculty is afforded a **MINIMUM of four weeks time** (not including vacation days) to write, review, edit, and complete letters of recommendation regardless of application deadlines. Depending on other pending letter requests, holidays, and fluctuating work loads, more time may be needed. To receive letters with the highest level of thoroughness, students should start early and plan accordingly.
- Understand that **letters of recommendation are highly confidential. No student or family member has the right to review, alter, or have future access to the content of any recommendation letter.**

## STUDENT INSTRUCTIONS

- Speak with the faculty member and request letter(s) of recommendation in person (not through email, parent, or other) at least one month in advance.
- If the faculty member agrees to write the letter(s), give him/her this form **fully** completed. **Give the College Office your self-addressed, stamped envelopes.**
- Include any additional typed directions or special forms that must be followed or filled out by the faculty member.
- As the deadline(s) approach(es) and after giving the writer his/her allotted time, check with your College Counselor to see that the letter(s) has(have) been sent.
- **Students may use the same form to request up to four recommendations if the letters are all asked for on the SAME date.** Understand that the best letters are individually tailored to each institution's needs. Teachers being asked to write multiple letters, therefore, should be afforded more time.
- **Any new letter requested at a later date, must be accompanied by a NEW and fully completed Recommendation Request Form.**
- Always remember to write your teacher a thank you note after they have written you any recommendation letter.

## FACULTY REMINDERS

- Please **e-mail completed letters of recommendation to the Principal for review and printing on official school letter head.**
- **Submit the student's Recommendation Request Form (along with additional forms or typed directions) to the College Counselor.** Completed documents will be mailed to the appropriate address(es) as listed by the student and copies of all forms and letters will be included in the student's permanent file.
- Remember that **teacher's letters are meant to highlight the student's class-related academic achievements, academic talents, level of drive, strengths, work ethic, respect for others, cognitive abilities, study skills, reaction to challenges, leadership skills, uniqueness among peers, and overall attitude to learning and exploration** as seen in the context of your classroom or other extra- and co-curricular activities you were personally involved with as sponsor, coach, or leader.
- **Teacher's are expected to write a highly personal recommendation of at least one page with specific examples, be more evaluative than descriptive, offer an assessment of the student's chance for success in a competitive environment, and provide reasons as to why the student should be selected.** Reiterating information found on the student's transcripts or resume is not necessary unless it directly relates to discussions of classroom performance.
- Seeing as how recommendation letters can have a large impact on acceptance decisions, **check all letters for proper grammatical structure and spelling.** Please consult with the English department should you have any questions regarding the proper use of the English language.
- Faculty members should keep an electronic copy of all letters written for their own records and future reference.

## STUDENT & TEACHER AGREEMENT

(please fill in & sign this section by hand)

### STUDENT

I, \_\_\_\_\_ (Student's Name) confirm on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), that I have filled out this Recommendation Request Form in its entirety and in total honesty. I have read and fully understand the Overview and Student Instructions sections above. I understand that my teacher has at least four weeks to complete this(these) letter(s) and will not attempt to rush my teacher being that it is my responsibility to request letters well in advance of deadline(s). I also understand that this(these) letter(s) is(are) highly confidential and will not ask or try to view its contents.

Student Signature: \_\_\_\_\_

### TEACHER

I, \_\_\_\_\_ (Teacher's Name) agree on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), to write the above referenced student a recommendation letter. I will respect the confidential nature of such letters and not share the contents with students or family members. Though I will discuss my honest opinions and observations, I am aware that all letters are subject to review by the administration and college office to ensure students a quality product. I understand too that I have the right to politely reject writing a recommendation and direct a student to seek one from an alternate faculty member if I feel I do not have enough positive comments to speak of, have not taught the student directly, or do not feel I know the student well enough. I, furthermore, understand that these letters are meant for current A.U.C. students and graduates alone and that I must seek approval from the Principal in the case of any exception.

Teacher Signature: \_\_\_\_\_



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**RECOMMENDATION SPECIFICS** (Please TYPE all responses using Adobe Reader ONLY!)

Type an "X" in the boxes that apply.

- Will the teacher have to fill out a special form?      Yes      No      (If yes, please submit this additional form with this Recommendation Request)
- Are there special instructions your teacher must follow?      Yes      No      (If yes, please submit a typed list with this Recommendation Request)
- What is(are) this(these) letter(s) for?      College Admission      |      Scholarship      |      Summer Program      |      Employment/Internship      |      Volunteer Work
- Is this recommendation part of the Common App?      Yes      No

**MAILING DIRECTIONS** (Please TYPE all responses using Adobe Reader ONLY!)

To protect the confidentiality and reliability of recommendations, Archimedean Upper Conservatory will mail directly all letters of recommendation.

If instructed to include recommendations with an application, students should contact and inform recipients that, according to school policy, all letters will arrive separately. Should this be an issue, the receiver's contact name and phone number should be submitted to the Principal or College Counselor who will make arrangements on the students' behalf. Archimedean further reserves the right to cancel requests should the student enter a residential, unrecognizable, or unverifiable address, regardless of purpose or intent.

- My letter(s) are supposed to be postmarked by the following deadline(s):

	Name of Person/Program/Institution	Deadline Date To Mail Letter	Date Letter Was Mailed (for office use only)
Letter 1			
Letter 2			
Letter 3			
Letter 4			

Understand that if you submitted your request late, with a deadline less than four weeks away, this deadline may not be met.

- The recipient(s) of my letter(s) of recommendation is(are) the following person(s), program(s), or institution(s):

**Letter 1**

Office of Undergraduate Admissions / Office of Scholarship & Financial Aid / Other

Name of Institution / Name of Program / Other Entity

Address Line 1

Address Line 2 (if needed)

City      State      Zip

If out of country: \_\_\_\_\_

**Letter 3**

Office of Undergraduate Admissions / Office of Scholarship & Financial Aid / Other

Name of Institution / Name of Program / Other Entity

Address Line 1

Address Line 2 (if needed)

City      State      Zip

If out of country: \_\_\_\_\_

**Letter 2**

Office of Undergraduate Admissions / Office of Scholarship & Financial Aid / Other

Name of Institution / Name of Program / Other Entity

Address Line 1

Address Line 2 (if needed)

City      State      Zip

If out of country: \_\_\_\_\_

**Letter 4**

Office of Undergraduate Admissions / Office of Scholarship & Financial Aid / Other

Name of Institution / Name of Program / Other Entity

Address Line 1

Address Line 2 (if needed)

City      State      Zip

If out of country: \_\_\_\_\_



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## STUDENT QUESTIONNAIRE *(Please TYPE all responses using Adobe Reader ONLY!)*

Letters of Recommendation are extremely important in the evaluation process and will be taken very seriously by faculty and, should be, by students as well.

The answers to the following questions will be very helpful to your teacher, so please **give full, detailed, thoughtful, specific, and honest answers!**

- 1. List the name of the course(s) taught to you by this teacher & the final grade(s) earned.
  
- 2. Why do you believe this teacher is the best choice to write you a letter of recommendation?
  
- 3. Describe your favorite ideas & topics covered in class. Be sure to also give a THOROUGH explanation as to why these concepts stood out to you.
  
- 4. Describe a SPECIFIC moment in which you were at your best in this teacher's class(es). Feel free to give more than one example, but be very specific for each.
  
- 5. As a student in this(these) class(es), how would you describe yourself?
  
- 6. As a student in this(these) class(es), how and why do you feel you stood out from the rest?
  
- 7. In this(these) class(es), what were your academic strengths?



