

College Recommendation Letter Instructions

This fall, you will submit applications to colleges or technical schools. In order for your counselors and teachers to help you complete this process, there are obligations you must fulfill.

1. Determine whether or not you will need recommendation letters.

Some colleges require rec letters, some recommend them, and others will not consider letters at all. Consider the colleges to which you might apply. Go to each college's website and review their *Admissions* requirements.

Hint: Colleges using the Common Application ask for one or two teacher letters and one counselor letter. Ivy League schools, Ursinus College, Williamson College of Mechanical Trades, and U Delaware are examples of schools that require rec letters. Delaware County Community College, Penn State, Kutztown, and West Chester DO NOT want rec letters and we do not send them to these schools. At Temple, Pittsburgh, and Bloomsburg, rec letters are optional. If you think a letter will help your application because your grades or SAT scores are lower than the college's averages or there is a unique circumstance you would like your counselors to share with colleges, ask for one!

2. Will you need recommendation letters from teachers?

If YES, how many? (Maximum 2 – Sending more is often seen negatively from the college perspective).

3. Give Teacher Recommendation Request Form to the teacher(s) listed above. Speak to each teacher personally and request a letter. A minimum of three weeks' notice is customary.

**Please remember that no one is required to write you a letter of recommendation. It is a privilege to have a letter written on your behalf. Student's requesting recommendations must follow the required steps for requesting recommendations.*

- 1.) Ask the teacher in person.*
- 2.) Provide teacher with Teacher Request Form.*
- 3.) Submit Online Request through Naviance.*

4. Submit online request through Naviance.

- a. DO NOT do this unless you have spoken to the teacher AND the teacher has agreed to write the letter.

4. Will you need a recommendation letter from a counselor?

If YES, you must complete the following paperwork. It must be returned to Guidance BEFORE summer break to guarantee a letter.

- **Student Information Sheet**
- **Parent Brag Sheet**
- **Student Evaluation Forms** (Please note that these are NOT requests for *teacher* recommendation letters. You will give student evaluations to up to 5 teachers to help your counselor write your letter).

** If you are undecided about where you might apply, you will not know whether or not you will need a letter. We ask that you schedule an appointment with Ms. Campbell or Mrs. Houser for help looking at post-secondary programs BEFORE June.*