Teacher Recommendations

- Below you will find helpful suggestions and good practice for asking staff for teacher recommendations:
  - **Recommendations are often requested from Math & LA teachers** – please be mindful that yours is not the only request they have received.
  - When requesting that a teacher complete a recommendation for private schools please include a self-addressed, stamped envelope.
  - If the request is made online, personally ensure that they have received it; often these online requests go to junk mail.
  - Requests should be made a minimum of 2 weeks prior to the due date. This allows time for completion and delivery.
  - Please keep in mind that often teachers are asked to complete multiple recommendations at the same time.
  - In addition to the above, the following procedures are encouraged:
    - Be sure your child hands the request directly to the teacher and asks them in polite manner to complete the recommendation. If direct communication is not possible, please have your child write the teacher a brief, respectful note requesting a recommendation.
    - A brief statement by your child describing their attributes such as strengths and weaknesses, hobbies and academic growth is helpful to teachers. This allows the teacher to gain a greater understanding of your child when completing the recommendation.
    - Teachers spend a great deal of time ensuring your child’s recommendation is meaningful; it is often appreciated when they receive a thank you note from your child.