

Procedures for Teacher Recommendations

1. Students need to read carefully each college's requirements for teacher recommendations. Pay particular attention to how many are required, specific subject areas or teachers from specific years may be required and **follow the directions**.
2. Complete a "**Teacher Recommendation Request Form**" (you can get these in the Counseling Center), give it to your teacher with recommendation forms provided by the college, along with addressed, stamped envelopes.
3. Note your application deadlines and provide teachers with at least **one month** prior to your earliest deadline, to complete recommendations.
4. Recommendations are confidential between your teacher and the college to which you are applying, so in most cases your teacher will need to mail the recommendation directly to the college. In some rare cases a college may request that all information be sent together; in this case please ask your teacher to give the recommendation to your counselor, who will put it with all other materials to be mailed. **In no case should a recommendation be mailed directly to a college by you.**
5. Teachers may request additional information from you so plan ahead and **talk with teachers early**.