



BB&N COLLEGE COUNSELING OFFICE TEACHER RECOMMENDATION REQUEST INSTRUCTIONS

Please read the application instructions for each of your colleges carefully and take note of the following:

- What are the requirements from the college/university?
- How many, if any, recommendations does the school require?
- From what disciplines? (English, math, etc.)
- What does the school consider an “academic” recommendation?
- Is a recommendation from a math/science teacher required even for non-majors?

Who will I ask?

The following are some tips on how to choose and approach teachers who will write recommendations:

- Choose a teacher with positive things to write about your work in his/her class. (See teacher comments.)
- If a teacher knows you in more than one role, he/she *must* be able to write about your academics first.
- Sometimes senior year teachers only feel comfortable writing for the ED/EA candidates they have taught previously.
- Confer with your college counselor about the best teachers to ask.

How do I ask?

- Find an appropriate time to ask the teacher to write a recommendation - i.e. not in a crowded hallway.
- Students who are applying Early Action/Early Decision / Rolling should confirm recommenders by **Wednesday, October 1**. All other students must request recommendations from teachers by **Friday, October 10**.
- In most instances, a faculty member will be pleased to write a recommendation for you. However, it is vital that you *ask* the teacher if she/he would feel comfortable writing for you. Your teachers have the right to express concern about your work in their classes. We have asked them to let you know if they would be hesitant to write on your behalf. Please speak with your counselor if you have concerns.

The teacher has said, “Yes.” What’s next?

Writing recommendations requires a significant amount of work on the part of your teachers. Please be respectful of the demands placed on your teachers by completing the following steps:

- Fill out the appropriate **Teacher Recommendation Request Form** which can be found in the College Office.
- Complete the Naviance survey called “Who will be writing your recommendations?”
- Common Application forms will be completed by the teacher online. For **non-Common Application Colleges**, fill out your biographical information on the colleges’ Teacher Recommendation Form.
- Recommendation forms will ask if you “waive or do not waive access” to the recommendation. Although it is your right to not waive access, we suggest that you do. A confidential recommendation is usually perceived to be more frank and honest than one that is not and can only help your application.
- Provide a stamped, addressed envelope for each **non-Common Application college form**. (Seal and Peel envelopes, please!) Write the teacher’s name on the return address; use BB&N’s return address. **Do not put your return address on the envelope.**
- Place all items in a large envelope or a folder. Hand deliver this folder to your recommenders. Unless told otherwise, **do not** place forms in faculty mailboxes. Do not just leave them on a desk in a classroom.
- Students applying ED / EA / Rolling should give their teacher these packets as soon as possible. Let the teacher know that additional forms will be coming after you have finalized your list.

Am I done? NO!

- Keep a copy of the Teacher Recommendation Request Form for your records.
- Do not assume that a teacher has not sent a recommendation if a school informs you that they have not received it; they have lots of mail to file on a daily basis. If a college reports a form missing, inform the teacher and ask him/her to bring a copy to college counseling; we will fax it to the school.
- Write a thank-you note to each teacher.
- Inform your teachers of your results and decisions.
- We will provide a copy of this document to the faculty.

For students asking for recommendations from teachers or others not at BB&N.

Some of you may have spent a term or a year away from BB&N. A teacher who taught you last year at BB&N may not be here. You may want to ask an employer or community service supervisor for a recommendation. Generally, the same guidelines will apply. The College Counseling Office is more than willing to send recommendations with our materials for teachers no longer here; those individuals may want to mail their own recommendations. If this is the case, please provide the individual with an envelope addressed to the college counseling office so that we may have a copy.