

Convent of the Sacred Heart

College Counseling Office

Requesting Teacher and Counselor Recommendations

One of the most important aspects of the college application process is the letters of recommendation that will be submitted on your behalf. Colleges will require that you submit two letters of recommendation from two teachers, and one letter of recommendation from your college counselor, (that's me.) The information that is provided in these recommendation letters will give colleges a picture of who you are both inside and outside the classroom.

You must ask two teachers to write your letters of recommendation. Remember that teachers who know your academic ability in the classroom should write these letters. You may ask a Sophomore, Junior or Senior year teacher to write the recommendation.

When asking your teachers to write these letters, it is best to word your request something like this, "Mr. Cinti, do you feel that you would be able to write me a favorable letter of recommendation for college?"

You may also ask a teacher that is no longer at CSH, as long as you have the ability to contact the teacher. Please note that if you request a recommendation letter from a teacher who is no longer teaching here, they will need to send the letter to my attention in the college counseling office. They may not give you the letter directly- it must be mailed to CSH so that we can send the recommendation along with the entire packet of information to the colleges.

Remember that your teachers are very busy so please allow them a minimum of four weeks to write your letters of recommendation. Writing articulate, thoughtful recommendations that truly capture how wonderful you are will take time... give them plenty of it.

I have outlined a procedure here that will keep you, your teachers, and the college counseling office very organized throughout the process.

Step 1

Requesting the Teacher Recommendation

You will give a large manila envelope to each teacher who has agreed to write a letter of commendation for you. This envelope must contain the following items:

1. Green Faculty Recommendation Form taped outside a manilla envelope (envelope not provided).
2. The Teacher Evaluation or Recommendation Form. These are part of the college application. If you don't have a college application or form that you need, go to the college's website, and print out the teacher evaluation form. Some colleges will not have teacher recommendation forms, which is fine. Indicate on green list if there is no form. If you are using the Common Application give your teacher only one "Teacher Evaluation" form for the Common Application.
3. Resume.
4. Official CSH envelope (pick up in Ms. Wandro's office) for each college you are applying to.

On each business envelope indicate:

Your name

College name

Teacher's name

*Do not write college address or place stamp as your letters of recommendation are included in one big packet that the college counselor sends.

5. Place all the Teacher Recommendation or Evaluation Forms, resume, business size envelopes into the large manila envelope and give to your teacher.
6. Remember to list every college for which you are requesting recommendations to be written. Also be sure to list the application deadline.
7. Close the envelope and give it to your teacher(s). Your teachers will write down the date you requested the recommendations on the Green Faculty Recommendation Form. Remember that you must give them a minimum of four weeks to process your forms and complete your recommendations. Your teachers will give the completed forms and

recommendations directly to the college counselor to be mailed with the CSH packet to the college.

8. Thank you cards
You should plan to write thank you notes to anyone who has written a recommendation for you.

Step 2

Requesting the Counselor Recommendation

1. The following forms must be turned into the college counseling office before any recommendation can be processed. If you need another copy of the forms, they are available in the college counseling office.
Forms:
Junior Questionnaire
Senior Questionnaire Update
Hodge Podge
Educational History
Summer Update 2004
Summer Update 2005
2. Inside the pink list envelope be sure to include:
 - A copy of your resume
 - "Counselor Recommendation or the "Secondary School Report." You will find this form with the application or on the college's website.
 - Mid-Year Report
 - 2 stamps for each college you are applying to
3. Fill out the Pink College List completely. Remember to list all your colleges to which you are applying, and your intended major. Also list the application deadline and note Early Action, Early Decision or Regular Decision. You must also list the teachers who have asked you to write your recommendations on this form. Remember you are to list all the colleges you are applying to on NAVIANCE as well. Without the above information I will not know who to send official transcripts to, or that you need a letter recommendation. For all students this is due no later than November 1st, but I will gladly accept the Pink College List earlier.
4. Close the envelope and give it to me. I will write down the date that you requested the recommendations on the Pink College List. Remember that you must give me a minimum of four weeks to process your forms and complete your recommendations.

