

How to Ask Teachers for Recommendations

I. The Formal Teacher Recommendation (“Common App Rec”)

Teacher recommendations are an important part of your application to college. Ask two teachers to write your long, formal teacher recommendations. Here’s how to do this.

- **Step one:** Identify two teachers to ask to write your recommendations. They must be teachers who have had you in class. Usually, one will be a math/science teacher and the other an English/social science/language teacher.
- **Step two:** Fill out a “Student Reflection for Teacher Recommendation” form for both teachers. Make copies of the forms and give one copy to your teacher and the other copy to your college counselor. Get copies of this form from your college counselor, Mr. Spear or Ms. Ransom.
- **Step three:** Ask the teachers if they would be willing to write you a positive college recommendation. Give them permission to say “no.”
- **Step four:** Give the teacher a Common Application Teacher Evaluation Form. See Ms. Ransom if you need additional copies. You fill out the top part of this form and the teacher does the rest. If your teacher is from outside of Northwood, have him or her send the completed form and letter to John Spear, Director of College Guidance, Northwood School, 92 Northwood Road, Lake Placid, NY 12946. Teachers should never send recommendations directly to colleges.
- **Step four:** Log in to Family Connection, and go to “Colleges I’m Applying To.” Then select the teachers who have agreed to write your recommendations. If your recommender is not a Northwood faculty s/he won’t be on the list. That’s okay.
- **Step five:** Return to “Colleges I’m Applying To” to see the status of your recommendations.

II. Short “Northwood Recommendations”

In his or her school recommendation, your counselor will use anecdotes from your teachers. These shorter recommendations will come from Northwood teachers that you have this year or have had in the past. Here is how to collect these:

- **Step one:** Collect three “Northwood Teacher Recommendation” forms. Ms. Ransom has a supply. You fill out the top.
- **Step two:** Ask three teachers if they would be willing to write a short, 1-paragraph “Northwood Rec” for you.
- **Step three:** If they say yes, give them the form and ask them to return it to Ms. Ransom.

III. Tell us Who is Writing Your Recommendations

- Fill out a “Green Slip” and return it to Ms. Ransom or your college counselor before the seniors graduate. Ask for at least three recommendations this year. (You can wait until next year to ask for the last two.)