

# How to Ask Teachers for Recommendations

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

Teacher recommendations are an important part of your application to a college. Ask two academic (English, math, social science, science, language) 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. It’s usually not helpful to have two teachers from the same subject area.
- **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 or Mr. Spear. Filling out the form guarantees the teacher remembers all the good work you did in the class.
- **Step three:** Ask the teachers if they would be willing to write you a positive college recommendation. Give them permission to say “no.” Hand the form to the teacher and ask. **DO NOT PUT THE FORM IN THE TEACHER’S MAILBOX.**
- **Step four:** Give the teacher a Common Application Teacher Evaluation Form. See Ms. Hulbert 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, you will need to print your Common App teacher rec form and send it to the teacher. See your college counselor for help with that.

## II. Short “Northwood Recommendations”

In your college counselor’s recommendation (sometimes called the “School Recommendation” or “Counselor Recommendation”, your counselor will include 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. Hulbert has a supply. You fill out the top.
- **Step two:** Ask three teachers if they would be willing to write a short, one-paragraph “Northwood Rec” for you. Do not ask teachers who have agreed to a formal teacher recommendation (see I above).
- **Step three:** If they say yes, give them the form and ask them to return it to Ms. Hulbert.

## III. IMPORTANT: Tell us Who is Writing Your Recommendations

- Fill out a “Green Slip” and return it to Ms. Hulbert or your college counselor before the seniors graduate. You can ask for all five now, but you must ask for at least three recommendations this year. (You can wait until next year to ask for the last two.)