



PASCACK HILLS HIGH SCHOOL

Pascack Valley Regional High School District

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TEACHER RECOMMENDATION ETIQUETTE

Letters of recommendation are a critical part of the college admissions process. Every year faculty and staff generates hundreds of letters that claim our students to be truly outstanding and deserving of admission to some of the best universities and colleges. Recently, however, many faculty and staff have noticed a breakdown in “asking for a recommendation” etiquette, and ***this will no doubt impact both the number and quality of letters written for our students.***

Please keep the following points in mind as you approach a teacher to write on your behalf:

1. Students are not entitled to letters of recommendation. Writing recommendations falls outside the realm of teachers’ professional responsibilities. Many teachers enjoy writing letters of recommendation, but it is important for students to know that writing one letter often can take *over an hour* – taking time away from both professional and personal activities. You should also know many of our teachers are asked to write a large number of letters.

2. Always ask for a letter of recommendation in person – Do this every time you make the request. Many teachers have been contacted by e-mail, and some have simply had envelopes placed in their mailboxes with no personal contact. This is not acceptable.

3. Any follow up should also be in person (i.e. providing envelopes, checking on due dates).

4. Provide all of the necessary information in an organized manner. This was discussed in the Junior College Conferences with both students and parents.

5. Ask sooner rather than later. Please give teachers at least 3 weeks notice prior to the deadline.

6. Stop by in person to say . . . Thank You. Then follow up with a personal thank you note.

Thank you for following these guidelines. In return, you will benefit from quality letters of recommendation from both your teachers and guidance counselors.