


Jericho School District
High School Guidance Department

TEACHER LETTER OF RECOMMENDATION TO-DO LIST FOR APPLICANTS

1. After Advanced Placement Examinations in May, ask one or two 11th grade Teachers in person to write a letter on your behalf. (You may also ask a 12th grade teacher in your senior year if needed.)
2. When Teacher agrees, ask what information they need and the deadline date for those materials. Most importantly, ask if they submit their letter through Naviance. *If they are using the US Postal Service to mail their materials to the colleges, in addition, please see Item # 3.*
 - a. A copy of your Activities Resume (Even if it is work in progress)
 - b. TEACHER BRAG sheet (Not the Guidance Student Brag sheet)
http://hs.jerichoschools.org/UserFiles/Servers/Server_5888181/File/Guidance/TEACHER_BRAG_SHEET.pdf
 - c. Any form, project, meeting or directive the teacher specifies.
3. If Teacher is using the US Postal Service (Not uploading the letter to Naviance) and/or for the colleges that Do Not accept electronic submission, in addition to the aforementioned materials please supply them with:
 - a. Teacher Evaluation Form: Please neatly print in black or blue ink the top portion only. You will need to give ONE form for all your colleges.
http://hs.jerichoschools.org/UserFiles/Servers/Server_5888181/File/Guidance/TeacherEvaluationForm.pdf
 - b. Provide the Teacher with a postage paid (stamped) envelope addressed to the college(s) (Addresses are on Naviance) PLEASE SEE EXAMPLE ON OTHER SIDE.
4. Please write a note thanking Teacher for agreeing to write letter on your behalf. With this note, please include:
 - a. List of all college you are considering
 - b. Due Dates specifying Decision Plan (ie. Early Decision/Early Action/Rolling/Regular,etc)
 - c. Please make sure to get these to the teacher well in advance of college's due dates.
5. College List should be complete and include all colleges to which you will or might be applying. Teachers like to complete all colleges' letters for a student at one time (Even if you decide later not to apply to all the schools on this list.)
6. As a senior, you will invite the Teacher(s) on Naviance under the Colleges I'm Applying To section. You will need to have supplied them with all the backup information they requested by the date they tell you.

Sample of Front of Envelope. Please provide correct postage.


Jericho High School
99 Cedar Swamp Road
Jericho, New York 11753
Att: *Teacher Name doing Recommendation*



Director of Undergraduate Admissions
Name of College
Address of College
City / State / Zip Code

Confidential - Letter of Recommendation

Tip: May want to include a stamped postcard the college will mail back to you once received.



Name of Student
Address of Student
City / State / Zip Code

Front of Postcard

Name of College
has received the Teacher Letter of Recommendation
from Teacher's Name
for
Student Name

Back of Postcard