

# Teacher Letters of Recommendation

- Many colleges will require one or two teacher letters of recommendation.
- The purpose of this letter is to spotlight the student's accomplishments within the scope of the classroom.
- Some colleges, or academic majors, may have specific requirements regarding teacher letters of recommendation. For example, a student applying for engineer major may be asked to submit a recommendation from a math or science teacher.
- Most colleges prefer a recommendation from an academic teacher from the junior year.
  - The teacher you chose should know you well and be able to highlight particular examples describing you as a student and a person within the classroom setting. This does not necessarily mean you must ask a teacher from a class where you earned an A. Perhaps you were in a class and struggled initially, but with perseverance and work ethic, you were able to achieve success. This teacher would be able to speak in a meaningful way about both your academic commitment and personal character.

## Here are other tips to follow regarding teacher letters of recommendation:

1. PVHS has a deadline for requesting letters of recommendation from a teacher. For early applications, the deadline is early October. For regular applications, the deadline is during the second week of November. (Check [www.pvhigh.com](http://www.pvhigh.com) for specific date during the senior year.)
2. There is usually a teacher report form that needs to accompany the letter of recommendation. This can be found within the application. Complete the student portion of the form.



Always waive your right to see the recommendation; otherwise, the letter will have no weight in the application process. The federal law that governs this aspect of your application states that you only have the right to see the letter once you have been admitted and attend that school. And if you are denied admission, you have no right to see the letter at any time. Once you are already attending the college, would you really want to see the recommendation? Not likely. It is in your best interest to sign the waiver.

3. For each college, provide your teacher with an addressed, stamped business size envelope. The return address should be for the Palos Verdes High School.
4. Organize a folder with your resume, all the necessary forms and the stamped addressed envelopes. Attach a list of the colleges with the deadlines clearly noted for each college.
5. Give your teacher a minimum of two weeks to complete your letters of recommendation. Be sure you are making your request before the deadlines.
6. Check back with your teacher to ensure they do not have any further questions and that all of your materials have been mailed.
7. Send your teacher a thank you card! Letters of recommendation are a time consuming process for the teachers and you should express your gratitude for the time spent.