

Barnegat High School Guidance Department Requesting a Letter of Recommendation

For the Student:

The following suggestions will assist you and any teacher who may write a letter of recommendation for you:

- Ask a teacher who knows you *WELL*.
- Plan to meet your timeline for applying to colleges and allow the teacher(s) at least 14 days for completion of the letter.
- Do not assume the letter will be completed if you leave it in the teacher's mailbox; make personal contact with the teacher. This can be done via email this year due to hybrid and virtual schedules.
- The teacher will upload the letter of recommendation directly into Naviance. Your counselor will submit the teacher's letter to each college that you request.
- Write a short "thank you" to the teacher(s) who have supported you in this way.

For the Faculty:

In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with a completed student information worksheet. The following is a list of criteria you may wish to consider in your evaluation of the student in your classroom:

- Scholastic ability
- Motivation
- Reaction to criticism
- Initiative
- Emotional stability
- Personality
- Integrity
- Cooperation
- Maturity
- Leadership qualities in the classroom

You may also wish to include:

- Examples or anecdotes to illustrate character or judgements of the student
- A comment about the accuracy of your first reaction to the student. Do you still feel the same? Why?
- Your phone number for further information

It may be beneficial to keep a copy in case another letter is needed. Upon completion, please drop the recommendation off at the Guidance Department.

Name:

Date:

Teacher Name:

Major & Future Goals

Course Taken and Final Grade Received

Academic Strengths

A Time You Felt Proud of Your Work in This Class

What You Liked Most about This Teacher's Class

Please indicate any additional information, not reflected above, that you feel may be important in your teacher's letter of recommendation.