

Update #4. Teacher Recommendation Requests - Class of 2021

Dear 11th Graders,

This is a follow-up to my earlier messages about teacher recommendation letters.

Many of you have done this step already, but many of you still have not done it.

Once you complete this Questionnaire for a specific teacher, you will get those results shared with you as a google doc.

You then need to share this doc with that specific teacher. The sharing with the teacher is not an automatic process.

If you have any questions, please let me know.

Mr. Simon

Update #3. Teacher Recommendation Requests - Class of 2021

Dear 11th Graders,

Good morning. I hope you are enjoying your long holiday. This email just has a few quick reminders about recommendation letters.

1. The deadline for making your formal request is June 2nd.
2. Once a teacher has agreed to write a letter, then complete this [Questionnaire](#).
3. Share your *questionnaire* results with that teacher. These results will be emailed and shared with you as a google doc.

If you have questions about any of this, please contact your counselor.

Cheers,

Mr. Simon

Update #2. Teacher Recommendation Requests - Class of 2021

Dear 11th Graders,

Today we are beginning Phase 2 of the Teacher Recommendation Letter request process. Please review the instructions that were sent to you via email on May 10th. (That email is copied at the end of this message)

Teachers were notified today that students may begin formally requesting recommendation letters. If the teacher you plan to ask is leaving CAC this year, then you need to make the request ASAP. The deadline is May 21st.

If the teacher you plan to ask is returning to CAC, then your deadline to make the request is June 2nd. However, you should not wait until the last minute.

Some reminders on etiquette:

1. Be kind, polite, thankful, and timely
2. All teacher requests should be finalized by May 21st (for departing teachers) or June 2nd (for returning teachers)
3. Be thoughtful and thorough when completing student questionnaires
4. Remember, teachers are not required to write recommendation letters. They may say “no”.

If you have any questions, please contact your counselor.

Mr. Simon

Update #1. Teacher Recommendation Requests - Class of 2021

[sent on May 10th, 2020]

Dear Students,

This memo includes information about the Teacher Recommendation Process for the Class of 2021. The majority of you will apply to universities that require an academic recommendation. In addition to this email, please read through this overview of recommendation letters at CAC.

[Instructions and Policies. Recommendations. Class of 2021](#)

The teacher recommendation requests will be divided into three phases. Notice that the timing is slightly different for teachers who are returning to CAC next year or leaving CAC after this year. In general, if the teacher you plan to ask is leaving this year, then you need to make your formal request earlier.

Returning Teachers

Phase 1. May 10th - 14th

Phase 2. May 17th - June 2nd

Phase 3. August 18th - 31st

Departing Teachers

Phase 1. May 10th - 14th

Phase 2. May 17th - 21st

Phase 3. May - June

Phase 1. Complete Survey sent by Counselors

By May 14th, please complete this small survey. The results of this survey will allow the counselors to see which teachers students plan to ask for recommendation letters. The results will be shared by the counselors with individual teachers so that they will have an initial idea of how many students may ask them to write letters.

[Survey for Recommendation Letters](#)

Phase 2. Formal Request Process

Beginning on May 17th, students may contact teachers directly to formally request a recommendation letter. Teachers may correspond by email or request to schedule a google meet to speak with the student more about this.

- If the teacher agrees to the request, the teacher will notify the student's counselor.
- Then the student must complete this [Student Questionnaire](#) about university plans and send to the teacher by June 2nd. This should be sent to and completed by both teachers you plan to ask.

Phase 3. Confirmation of Plans

Knowing that university plans sometimes change over the summer, it is the responsibility of the student to speak with the teacher in August when the school year begins. In this conversation, the student needs to update and confirm plans with the teacher by August 31st. Then the teacher will begin writing the recommendation letter.

If the teacher is not returning to CAC next year, then this final confirmation is done with your counselor. If you have any questions about the overall process, please contact your counselor.

Sincerely,

Ms. Barker, Ms. Bean & Mr. Simon

Your HS Counselors