**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.**