

Your Name _____

smithcollegerecs@charter.net

DATES DUE TO ME: for “early” (Nov. 1 for college)—Oct. 1, 2010

for regular admission (Dec. 1 or 15 or 31, etc., for the college)—Nov. 1, 2010

FROM MRS. SMITH:

Hi! Since I’m retiring this June, I would like to get these COLLEGE RECOMMENDATION LETTER instructions to you now, in case you want me to write your letters.

In a regular-size manila ENVELOPE (not a folder), put

- (1) these pages,
- (2) each college’s special forms (and/or one copy of the COMMON AP form)—all filled in! (see #2 below),
- (3) one stamped, addressed envelope for each school, and
- (4) your PICTURE☺

Three **ESSENTIAL INSTRUCTIONS:**

1. ***Put a stamp, an address, **and** a ***return address (**the school address, not yours!**) on each envelope you give me for a school!
2. *****Fill in** the following information on **each school's form** (**front and back**) that you give me (Don't leave it for me to do.):

.....

Here’s information to use when you fill in on the front and back (don’t forget!)—

Name of school: **San Marino High School**

School Address: **2701 Huntington Drive, San Marino Ca 91108**

CEEB code: **053-158**

How long I have known you: since August 2009? since Jan. 20010? Etc.

In what context: **my student since _____ (PUT THIS on college form!)**

What grade(s) did you receive from me? 1st sem 2009-10, A?

2nd sem 2010, B?

Teacher's Name: **Mrs. Patricia Smith**

Position: **English Teacher**

School telephone number: **(626) 299-7020**

email address: **smithcollegerecs@charter.net**

(Thank you! That takes me forever!!)

- 3.*** For EARLY applications, give me the packet (with all schools listed) *by October 1, if you want something mailed by Nov. 1*. Give me the completed packet **by November 1**, for non-early applications. (I also need **at least a week's notice** for other, later recommendations, schools you haven’t picked yet.) (So, yes, you may add schools later, with enough notice for me to send on time.)

Tape this on the manila ENVELOPE.

*Put all the above items (#1-4) in a **manila envelope** (standard size, not huge), with THIS PAGE **taped on the outside.**

Put a **PICTURE OF YOU** inside 😊 Really! Any picture will do.

NAME _____

EMAIL _____

HOME PHONE _____

CELL PHONE _____

Schedule 1st semester, 2010:

<u>Period</u>	<u>Room #</u>	<u>Teacher</u>
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date Needed

The College/University

...	_____
...	_____
...	_____
...	_____
...	_____
...	_____
...	_____
...	_____
...	_____
...	_____

*Have your **transcript** sent to me, please. You'll probably ask your counselor to put in a mailbox I MIGHT HAVE 😊

(You did this in June, for your last P.E.N. If I don't have it, I'll ask you to write this again☺)

Your Name _____

FOR MRS. SMITH

Here's the fun part! (Write about yourself using "he" or "she"; that way, I might use some of your sentences.) Use complete sentences. For both the INTELLECTUAL/ACADEMIC and the PERSONAL questions (preferably a "strength"☺), give me **AT LEAST ONE anecdote** to illustrate your answer. Choose something that I, your English teacher, could feasibly know about. (Use attached paper, if you wish; but keep it short, if you can.) (=Fill this space!)

I. INTELLECTUAL & ACADEMIC QUALITIES:

What are your strengths (at least two)? Colleges tend to think this is very important!!! Schools are often interested in students' intellectual promise and curiosity, motivation, depth, insight, dedication, reliability, integrity, capacity for growth. Look at your colleges' forms—see what they ask on the form for the teacher and try to use those “qualities” here:

What are your weaknesses (at least one)?

II. PERSONAL QUALITIES:

What are your strengths (at least two)? Schools are often interested in students' integrity, independence, maturity, leadership potential, special talents, enthusiasm, initiative, and ability to work with others. (Again, look at the colleges' questions for the teacher; you might choose some of those qualities.)

What are your weaknesses (at least one)?