

The Webb School
Request for College Recommendation Letter

To: Teacher's Name: _____

From: Student's Name: _____

I am applying Early Action / Early Decision (circle one) YES NO

Reminders to Teachers:

- **If the student is applying Early Action or Early Decision, the letter is due by October 1. All other letters of recommendation are due November 1.** Early submissions are always welcome!
- The teacher letter should describe, in detail, the student's progress and achievement in your course(s) and classrooms. Your assessment of the student, supported by concrete examples of the student at work, can be highly influential in the decision process. Your impressions of the student's accomplishments, abilities, and potential for success, supported by specific details, will be very important to college admissions counselors; a mere listing of grades on tests, quizzes, and/or essays will not be helpful.
- Do not list or discuss a student's extracurricular activities unless you are the club/activity sponsor or coach. Extracurricular activities are covered in full on both the student application and counselor letter of recommendation and, therefore, need not be repeated.
- Letters should be about one page in length. It is very helpful to the college if you include specific information about your course, but this information should be far, far less than what is stated about the student! **Remember that we often have multiple applicants to the same college and we do not want the admissions officers to consider our letters formatted, or stock, for each student.** Each student is unique, and each letter should reflect those qualities particular to THAT student. Your letter will make a difference in the college admissions process!
- Examples of letters of recommendation are available upon request.
- Letters should be created in Microsoft Word (spell-checked and proofed prior to submission) and one copy (on Webb School letterhead) with your signature should be given to the Office of College Counseling. The closing of the letter should include your typed name, title, and contact information, as well as your signature. You will also upload an electronic copy of the letter into Naviance (feel free to contact your friendly neighborhood college counselors if you have forgotten how!). The college counselors do proof letters for content, but cannot promise to catch all grammatical or spelling mistakes, so please proofread your letters!
- In the fall, you will also complete the online Common Application Teacher Recommendation Form in Naviance that will substitute for an individual college's form. You will complete only one form for each student you recommend, however, there are some schools that still require their own form (e.g., The University of Georgia). You will sometimes receive a link, via email, directly from a college asking for a recommendation letter; feel free to forward those to Chris Rodriguez at crodriguez@webbschool.com, and I will ensure that the letter is sent. If you have any questions, do not hesitate to contact me!

PLEASE RETAIN A COPY OF THIS REQUEST FORM AS A REMINDER

Return the original no later than May 1 to Mr. Rodriguez in the Office of College Counseling.

I _____ (print teacher's name) agree to write a letter of recommendation for _____
_____ (print student's name) and understand that this letter must be completed and
returned by (circle one) October 1 or November 1.

Teacher Signature: _____

Date signed: _____