GUIDELINES FOR REQUESTING TEACHER LETTERS OF RECOMMENDATION FOR COLLEGE APPLICATIONS

Please remember that Stuy teachers are not required to write any rec letters at all. They write entirely on a voluntary basis, and often must do so on their personal time. **_Make sure that you remember to thank your teachers in writing for volunteering to write for you!_**

-rec letters are CONFIDENTIAL. This is what the college admissions offices prefer.

-in a normal year, always ask your teachers in person; for now, **send a personalized email.**

-many selective private colleges require one or two teacher recs. To be safe, **ask for two letters.**

-DO NOT ASK FOR MORE THAN TWO REC LETTERS! We are a huge high school and have to meet the needs of more than 800 seniors each year. You should only ask for more than two letters if you are applying to a specific college or program that has additional requirements (such as the CUNY Sophie Davis program). Otherwise, additional rec letter requests will be denied.

-**students must make requests themselves.** Parents cannot make rec letter requests for their child.

-students should ask their two teachers during the **second term of junior year**

-choose two teachers from **different major academic subjects** (English, Comp Sci or Math, Science, Social Studies, or Word Languages) from **11th or 10th grade**

-**THANK YOUR TEACHERS!** REMEMBER, THEY ARE NOT ACTUALLY REQUIRED TO DO THIS FOR YOU!

PLEASE ALSO REMEMBER:

-FOLLOW ANY SPECIFIC TEACHER'S INSTRUCTIONS WHENEVER APPLICABLE

-consider asking those teachers who might have already written a summer program rec for you

-students only specifically NEED a STEM/Humanities combo if they are applying to MIT, CalTech, etc. Otherwise, two different major subjects is normally fine (English and History, or CS and Chemistry, etc.)

-you will officially assign recommenders in Naviance in September of the senior year

-never assign Stuy staff as recommenders in Common App. That prevents the instructor from being able to submit via Naviance.

-if a Stuy staff member is a supplemental recommender, do NOT assign them in Naviance as it can block required teacher recs. Have them email it to colleges in your senior year.

-BS-MD applicants may require a science and/or math teacher rec. MIT, CalTech, & Georgetown are examples of colleges that may have more specific requirements.   Explore rec requirements when reading about potential colleges and attending information sessions, and consult with your assigned college counselor.