

## INSTRUCTIONS TO ALL STUDENTS WISHING ME TO WRITE THEIR COLLEGE LETTERS OF RECOMMENDATION

If you are interested in asking me to write your college letters of recommendation, I'd like you to be certain that I am your best choice for writing a recommendation letter. Am I the teacher who will be the most capable of capturing and representing what makes you unique as a student? Do I know you better than your other 11<sup>th</sup> and 12<sup>th</sup> grade teachers? Will a recommendation from a Social Studies teacher be more beneficial to you, or should you approach a teacher in another content area?

If we agree that I should write a letter for you [I will send you an email response within 48 hours of receiving your completed, detailed, personal questionnaire sheet found on my web site], please follow these instructions **TO THE LETTER**:

1. Have an envelope for each college. Each envelope should be handed in to me in this way [and should be **neatly** typed or printed]:
  - \* Is self-adhesive (so I don't spend my fall licking envelopes!).
  - \* Is correctly addressed to the college.
  - \* Has the appropriate postage.
  - \* Has **my name** and the HGHS address as the return address.
  - \* Has a post-it on top with your name and the due date for that college and has any required forms attached with a paper clip. Be certain to **sign all forms and check the box to WAIVE your right to see the letter** (if there is such a box).
  - \* If more than one school uses the common application form, just include ONE copy. I will make photocopies for additional schools. But note on the post-it for each school if it requires the common application form.
2. Where an application form has an area entitled "Teacher Information," please print/type clearly and **neatly** the following for EVERY form:
  - Teacher's Name: Ms. Susan M. Pojer
  - Teacher's Title: Social Studies Teacher
  - Teacher's email: [pedagog@optonline.net](mailto:pedagog@optonline.net)
  - Teacher's Address: 70 Roaring Brook Rd. Chappaqua, NY 10514
  - How many years have you known this student?: 1 year **OR** 2 years [whichever is appropriate]
3. All the materials should be put in a big manila envelope [9' x 12' in size] that has **your name** on it and the **due date of the first recommendation letter**.
4. **PERSONALLY** hand me that large envelope. If you need to give me several applications at different times, hand in a separate large manila envelope each time [following rule #3 above].
5. Please get me the materials ASAP, but **no later than six weeks before the earliest deadline**.

If there are problems with your materials, I cannot guarantee the letters will arrive on time.