



# THE AMERICAN BACCALAUREATE SCHOOL

## Teacher Letter of Recommendation Request

Dear Faculty,

At this stage of the year, it is imperative that several of our high school students of different grade levels begin compiling documents and working on their college applications. As they begin this process, a significant component is at least one Letter of Recommendation from a teacher and/or administrator.

Your recommendations offer a great deal of insight to the student's character, academic ability, and maturity level for admissions officers all over the world. Therefore, students are encouraged to ask faculty members who they feel not only know them well, but with whom they have developed strong academic relationships. If you have been approached with this request by a student, please consider the following factors before finalizing your decision:

1. You should have already developed a good rapport with the student
2. You are confident that you can and want to speak positively about this student and their college readiness level
3. You have taught or been involved in an extracurricular activity with the student for at least one academic year

Please be aware that you reserve the right to decline writing a Letter of Recommendation for any student. However, should you agree to write a Letter of Recommendation for the student who has approached you, please complete the attached form (student will return to the Guidance Counselor), and directly email your letter in PDF format to the High School Guidance Counselor. In the future, you may also be required to upload this letter onto Naviance with the completion of the Teacher Evaluation Form. You are obligated not to show students your recommendation.

If you need any assistance, please feel free to contact the High School Guidance Counselor.

Thank you,

Guidance Counseling Department

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\*\*Student must return this form to the High School Guidance Counselor

I, \_\_\_\_\_, hereby agree to write a Letter of  
(Faculty Name)

Recommendation for the student, \_\_\_\_\_. I will upload my  
(Student Name)

writing and complete the Teacher's Evaluation Form in its entirety.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

