



PRINCETON HIGH SCHOOL TEACHER BRAG SHEET

STUDENT NAME:

TEACHER NAME:

EARLIEST COLLEGE DEADLINE:

The teacher brag sheet is used to highlight a student's academic abilities and how they engage and collaborate in a classroom setting. Please note the questions on the teacher brag sheet are very different than the questions on a student brag sheet for the counselor. ***Be sure to ask your teacher specifically what they need from you in order to write your letter of recommendation.***

Here are some format guidelines:

Length: 1-2 pages

Style: Essay format with examples that support why the class was impactful and what you learned

Deadline for submission of brag sheet to teacher: At least 8-weeks prior to the earliest college deadline

Here are some guiding questions:

1. What was it about your experience in my class or your interactions with me that led you to request a letter of recommendation? Please include the class title and the year you were enrolled.
2. What do you believe were your strengths in my class that you would like for me to highlight? Please use specific examples.
3. Which projects/essays that you completed in my class were particularly memorable to you and why?
4. Can you think of any instances where you took on a leadership position within the classroom?

5. Is there any additional information that you would like for me to be aware of as I write your letter of recommendation?

TEACHER RECOMMENDATION ETIQUETTE

Please keep the following points in mind as you approach a teacher to write a recommendation letter on your behalf:

1. Students are not entitled to letters of recommendation

Writing recommendations falls outside the realm of teachers' professional responsibilities. Many teachers enjoy writing letter of recommendation, but it is important for students to know that writing one letter can often take time—taking time away from both professional and personal activities. Many teachers are asked to write dozens of letters of recommendation.

2. Always ask for a letter of recommendation in person—Do this every time you make the request.

Many teachers have been contacted by e-mail, which makes the request impersonal. The letter of recommendation is a very personal piece of writing on behalf of the student. Be courteous and ask your teacher in-person when requesting a letter of recommendation.

3. Provide all the necessary information in an organized manner.

Make sure to include your earliest deadline and any specific information your teacher is requesting of you.

4. Give the teacher ample time to write your letter

A general rule of thumb when requesting a letter of recommendation from a teacher is at least 8 weeks prior to the first college deadline.

5. Follow up with the teacher and say "Thank You"

It's always nice to hear thank you when you're requesting something from your teacher. Stop by, stay thank you or better yet, send them a note thanking them for the extra time they spent on writing a letter of recommendation on your behalf. A little courtesy goes a long way!