



### **Request for a Letter of Recommendation**

**What does the student need to do:** To help your teachers prepare effective letters of recommendation on your behalf, initiate your request with the same thought and care that your teacher will exercise in writing your letter of recommendation. Please answer the following questions to provide your teacher with insights for your letter.

*Type the following information, questions, and response in a word document so it will be easy to read and save.* Submit your answers to your teacher as a hard copy or via email; keep a copy on your computer's hard drive.

**\*\* Please provide your teacher with the correct location to send your letter.**

***This might be a website or email address. If you need your letters sent via US Mail, you must also provide your teacher with addressed (to the school's admissions office), stamped envelopes. Schools will not accept letters sent from you. Be sure to put SPCPA's address as the return address:***

***SPCPA, 16 West 5<sup>th</sup> Street, Saint Paul, MN 55102.***

**Who should write me a letter of recommendation:** Someone who knows you well and can speak to your strengths. Choose someone who has known you for at least one year. Colleges usually prefer academic teachers to write the recommendations; however, your specific college and/or program may benefit from an arts teacher's recommendation. It is also okay to submit both an academic and arts recommendation even if the college only asks for one letter.

**On requesting letters of recommendation:** *Never assume that a teacher will write you a letter of recommendation.* Be respectful if someone declines to write you a letter; they are actually doing you a favor by letting you select someone who might be able to write you a better letter. Teachers are busy people! You must allow them 2 – 3 weeks to write your letter. Be patient. Some teachers write close to 100 letters in the fall alone!

**Once the letter is done:** Write the teacher a thank you note! This is nicely done in your own handwriting, but email is acceptable too. The point is to acknowledge the time and effort that the teacher put in to your letter.

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Full name:

Email address:

Class you attended of this teacher:

This letter is for which college(s)...

**List due dates for each college...**

To help the teacher write a detailed letter, please provide him/her with the following information:

1. 1 or 2 academic highlights:
  
2. 1 or 2 artistic highlights:
  
3. 1 or 2 highlights from life in general:
  
4. 2 or 3 extra-curricular activities:
  
5. Any hardships or challenges to explain:
  
6. Anything else you would like the teacher to know or to include in your letter: