

**GLENELG HIGH SCHOOL
COLLEGE APPLICATION PROCESS
TEACHER RECOMMENDATION CHECKLIST**

Students who plan to request recommendations for college applications and/or scholarships must complete a teacher recommendation package to submit to each teacher. All items must be submitted together and in a timely manner to be considered for a recommendation.

_____ Ask two teachers (in person) if they will consider writing recommendations for you. **Each teacher will write a limited number of student recommendations.** Request your recommendations early - spring of your junior year or no later than mid-October of your senior year.

_____ Provide each teacher with a list of the selected colleges and application due dates.

_____ Provide an updated academic and activities resume (check school website for example & template: www.glenelghigh.com and link to Guidance page)

_____ Provide your GPA or a GPA worksheet if available.

_____ Social Security Number (or other ID # provided to student by the college).

_____ If the college requires a recommendation **form** for the teacher, it must be submitted to the teacher **with all information completed** except for the teacher comments. See school address below. School telephone: 410-313-5528
CEEB/ACT Code: 210593

_____ For each recommendation, the student must provide an envelope with:

- typed address of the college(s)
- typed return address - teacher's name and
14025 Burntwoods Road, Glenelg, MD 21737
- the proper amount of postage for each – extra stamp for forms that are more than two pages

_____ Write a **thank you note** to the teachers who take their time to recommend you!

Allow a minimum of 20 school days for the teacher to complete the package above. Check back with the teachers within two days to see if they have everything they need from you.

TIPS: Consider your future major when seeking subject specific recommendations. For example, if you are going to major in science, ask a math and a science teacher for recommendations. If you will pursue humanities, you might ask a social studies, world language, or English teacher.

Questions? See your counselor.