

**MIHS Teacher Recommendation Tracking Form  
DUE TO TEACHERS 20 SCHOOL DAYS BEFORE  
COLLEGE APPLICATION DEADLINE**

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to students:**

1. Request of your teacher(s) that they write a letter for you.
2. Attach this form to an envelope or a folder.
3. Gather necessary materials and place them into the envelope or folder.
4. **Remember to thank your teacher(s). This is additional work they are doing on your behalf.**

**Checklist of materials to provide teachers:**

\_\_\_\_\_ **Teacher recommendation form(s)** provided by the college/university. You will find this in the application, if it is required.

- A. Make sure you have completed the top of the form(s) before giving it(them) to the teacher.
- B. If requested, **sign the waiver section**. (It is recommended that you "waive" your right to read confidential letters.)

\_\_\_\_\_ **Envelope** for each recommendation form. Address the envelope to the "Office of Undergraduate Admission" for each institution. (Use business size envelopes or larger.)

- A. **Do not put your return address on envelope**. The teacher should write the school address.
- B. Place postage on the envelope.

\_\_\_\_\_ **Personal résumé**

\_\_\_\_\_ **A statement** for the teacher telling why you are applying to a particular school.

\_\_\_\_\_ An unofficial copy of your **transcript**. (If requested)

\_\_\_\_\_ Anything else that you think might be useful to the teacher writing your letter of recommendation.

<u>University/College Name</u> (Do not list schools that do not need teacher letters)	<u>Application Deadline</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Note to teachers:** Some colleges ask students to return all items in one envelope. **PLEASE DO NOT GIVE ANY LETTERS TO STUDENTS, SEALED OR NOT!!!** Colleges who require one application envelope know we send letters separately and are prepared to deal with the mail.

