**How to Request a Recommendation from Mrs. Phillips**

**Please do not add me to a recommendation without speaking to me first**! I have a limit of 15 students that I will agree to write their college rec letters, per year. Each letter takes ~ 2 hours for me to write and that doesn’t include submission time to the (often many) colleges for which you are applying. I do my best to make recs personal and not sound like ‘form letters’, as that will not help you! Once you have made the request (after school has started), and I ***have agreed to write your rec***, I will need the following from you by email (for Fall 2020) sent to [susan.phillips@wheelermagnet.com](mailto:susan.phillips@wheelermagnet.com) a ***minimum of 3 weeks*** before due dates.

**Requirements:**

1. Informal resume of high school experience, including awards, accomplishments, clubs, outside school activities, etc. I also encourage you to share your goals with me, as well as to why you want to go to a particular college (especially a high priority school). The more info I have, the more personal my letter will be. Again, this does NOT have to be formally written (there will be no FRQ rubric ‘grading you’…haha), but please be as thorough as possible!

2. Current transcript (may be unofficial)

3. Relevant due dates for the application(s) **and the specific colleges for submission. PLEASE BE DETAILED AND VERY SPECIFIC!** Make sure I have your phone #, in case I need to call or text you with questions.

4. Any other important information you may want me to focus on in the recommendation

5. Method of submission: 1) Naviance or 2) USPS postal service. If the latter is the case, you must mail me stamped envelope(s) addressed to the institution at least one week before the college’s deadline so that it will arrive in time. *\*I will give you my home address if that’s the case*.

Once again, you must allow a MINIMUM of 3 weeks for requesting the recommendation. I ***will NOT*** complete last-minute requests, so please don’t ask! The upcoming school year will be very complicated and extremely time consuming.

Again, I will only write college recs for 15 ‘pre-approved’ students/calendar year. I usually spend 3 entire weekends writing recs prior to the (typical) October EA deadline, and then spend much of my Christmas break to meet (typical) January RD deadlines. If you fail to comply with my requirements, you will either get a ‘form-letter’ rec from me (which will not impress Admissions, believe me) or you will have to find another teacher to write it. Please understand that my goal is to help you. *I appreciate you being respectful of my time.*

Thank you,

Mrs. Phillips

P.S. Almost forgot…I will not agree to do any college recs prior to the start of fall semester.