



## What to Provide Teachers Teacher Evaluation Forms

**1. High School Counseling Office Materials** Make sure that your school counselor is planning to share all of the counseling office materials you have completed with teachers you have asked to write recommendations. If he/she is not, then make copies yourself and give them to the teachers.

**2. An Up-To-Date Activities Resume** Nothing gives teachers better ammunition to use in their comments than a very detailed activities resume.

**3. Your College List Organized By Application Due Dates** It's very important that you provide each teacher recommender with an up-to-date college list, organized by the dates when applications are due. Give specific reasons why you are interested in each college on your list. [Click for a PDF of the Application Due Dates List.](#)

**4. Teacher Evaluation and Instructor Recommendation Forms** Fill-in the on-line teacher recommendation form. Don't forget to waive your rights to see what is written.

**5. Stamped, college-addressed envelopes** If a teacher does not want to use an online form, then you must provide him or her a stamped, addressed envelope.

**6. Any other information or material that will be helpful to the teachers** If you have letters that laud your accomplishments or work, an art or musical portfolio or tapes, and/or special interests or projects outside of school, provide teachers with a neat, organized package of whatever you have.

**Optional for parents:** Again, depending on a teacher's preferences, you can provide a lot of useful information about your child, including a list of positive adjectives or adjective phrases that describe who your child is and his/her strengths, personal stories, obstacles or significant family events that have impacted you son or daughter, and interesting family background details.

**7. Cover sheet identifying exactly what you have given the teacher.** Not only is a cover sheet useful to let a teacher know what you have given him or her, but it is proof of your having provided that material. [Click for a PDF of the Teachers Cover Sheet.](#)

Finally, remember to thank the teachers for whatever they do for you. AND... don't forget to make photocopies of everything you give to them.