



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.