Teacher Recommendation Letters

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Secondary School Report Instructions

Step 1:
· Sign waiver on Application (as shown)
Step 2:
- Tear out your college’s Teacher Recommendation Form. This is usually located in the school’s application.

(If you are applying through the Common Application or other online application, print out the teacher recommendation form.)

- Fill it out as shown.
Step 3:
- Envelopes: Letter Size
Fill out as shown!
  2 stamps
College Address

Return Address:
  · Teacher's Name
  · School's Address

Due date written on inside of envelope flap

KEEP COPIES OF EVERYTHING!

Step 4:
- Give the form and the envelope for each college to your teacher. Make sure the teacher knows the due date for each letter. He or she will attach the letter of recommendation and send the letter.

  · You may need to collect the letter yourself if the college requires it
Secondary School Report

Step 1:
Step 2:
- Tear out your college’s Secondary School Report. This is usually located in the school’s application. This page can also be titled Guidance Counselor’s Report.
- Fill out as shown.
# Ratings

Compared to other students in his or her class year, how do you rate this student in terms of:

<table>
<thead>
<tr>
<th>No basis</th>
<th>Below average</th>
<th>Average</th>
<th>Good (above average)</th>
<th>Very good (well above average)</th>
<th>Excellent (top 10%)</th>
<th>Outstanding (top 5%)</th>
<th>One of the top few encountered in my career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic achievement</td>
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<tr>
<td>Extracurricular accomplishments</td>
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<td>Personal qualities and character</td>
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<tr>
<td>Overall</td>
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</tbody>
</table>

# Evaluation

Please write whatever you think is important about this student, including a description of academic, extracurricular, and personal characteristics. We welcome a broad-based assessment that will help us to differentiate this student from others. (Feel free to attach an additional sheet or another reference you may have prepared on behalf of this student.)

How long have you known this student and in what context?

What are the first words that come to your mind to describe this student?

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1. Has the applicant ever been found responsible for a disciplinary violation at your school, whether related to academic misconduct or behavioral misconduct, that resulted in the applicant’s probation, suspension, removal, dismissal, or expulsion from your institution?  
   - Yes  
   - No

2. To your knowledge, has the applicant ever been convicted of a misdemeanor, felony, or other crime?  
   - Yes  
   - No

If you answered yes to either or both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

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☐ Check here if you would prefer to discuss this over the phone with each admission office.

I recommend this student:  
- With reservation
- Fairly strongly
- Strongly
- Enthusiastically

Counselor’s name (Mr./Ms./Dr., etc.) 

Your counselor’s Name

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Signature  
Date

Title  
counselor

School  
Bronx High School of Science

Address  
79 W. 205th St

City of Residence  
Bronx, NY 10468

Counselor’s phone (718) 817-7750  
Counselor’s fax (718) 817-7750

Secondary School CEEB/ACT code  
333480  
Counselor’s e-mail  
counselor’s e-mail
Step 3:
- Envelopes: 9in x 12in Size
  Fill out as shown!
  3 stamps
  College Address

  Return Address:
  - Counselor's Name
  - School's Address

  - On the inside of the envelope flap write the following information (as shown!)
    Your Name
    Your Official Class
    College Name
    Due Date

Step 4:
- Give these envelopes to your counselor all at once, at least two weeks before your first deadline.

(Example: If your first deadline is
November 1st, you will need to give your counselor all your envelopes by October 13th.)