CHARLES RIVER SCHOOL

Guidelines for Secondary School Recommendation Requests

1. As soon as your secondary school list is finalized, complete the Secondary School Applications Form and submit it to Tessa – either with email or your student can hand it to me.

2. **For all applications, your child should politely request letters of recommendation in person from each teacher who will be completing a recommendation.** It is a ton of work for the teachers, and a polite request and a thank you in advance in person is greatly appreciated. 8th graders may ask Gabe ahead of time during their one-on-one meetings or write a note if they are having trouble seeing him in person.

3. **For schools using an online application system** (Ravenna, Gateway, SAO), once you have created an account and begun the application process, you will be prompted to enter names of teachers who will be completing each recommendation (Josh for math, Jake for English, Gabe for guidance/administration/ principal/school, etc.). If there is a separate entry for a transcript release, enter Laura Woodring's name and email. Once you have submitted this information, the teachers will receive an email directly from the school with a request to complete the recommendation.

4. Some schools have the option for a personal recommendation in addition to the required English, math, and school/guidance forms. Often the student's advisor completes this recommendation for students. The personal recommendation can also be completed by a coach or music teacher if the student is particularly passionate about an activity. The same process should be followed – a request in person followed by entering the person's name and email in the account.

Please do not hesitate to reach out to Tessa Steinert Evoy if you have any questions!