

Requirements for Letters of Recommendation from Mr. Traeger

The first thing that you should ask yourself is this. Do I feel that I am worthy of a letter of recommendation from Mr. Traeger? This does not mean that you had to get an A in my class, but it does mean that you showed up every day on time with good attendance, tried your best while you were here, turned in all of your work on time, maintained a positive attitude, showed some sort of leadership within the class, and made an effort to participate in class discussion. If you are currently a student of mine, you should maintain all of these characteristics throughout the year until the day that you take your spring semester final exam. If you are a current student of mine, but do not maintain these characteristics throughout the year, then I reserve the right to contact the colleges that I wrote to and revoke your letter of recommendation. If you feel that you satisfy these characteristics, then read on.

To be considered for a letter of recommendation, I require the following from you.

1. A list of all colleges that you are applying to with the addresses of the admissions offices. Also include a list of recommendation letter due dates with this list. Try to put this list in chronological order with the earliest due dates listed first. This will help me to prioritize your letters.
2. A short essay (maximum 1 page) telling me what you feel that you contributed to my class while you were here and what you feel that you got out of the class while you were here. Also tell me how you feel that you satisfied all of the requirements listed in the first paragraph of this sheet. Be honest.
3. A brag sheet. You can get one of these from Mrs. Spangler and fill it out. It is here that you should outline all of the things that you have done at this school and your extra-curricular activities. Have you volunteered? If so, tell me where and for how long you did volunteer. I will not mention all of these activities in your letter, but it will give me a sense of your commitment to others and to humanity. The most important part of the brag sheet is that you tell me what you hope to become in life and what you would like to study at your college of choice. It is okay not to know what you want to major in, but tell me what your overall goals in life are.
4. A copy of your unofficial transcript from La Cañada High School.
5. I need stamped, addressed letter-size envelopes made out to each college admissions office that you would like me to write to.
6. I need you to fill out ONE copy of The Common Application Teacher Evaluation Form https://www.commonapp.org/CommonApp/docs/downloadforms/Teacher_Evaluation.pdf if you are applying to a school that requires it. You should TYPE in all of the required personal information fields before printing it out and giving it to me. I will then fill it out and make copies of it for each Common Application school that you are applying to. If you are applying to a school that has its own form, then you should fill in all of the personal information and then print out one copy for me. In either case, don't forget to check the box and sign the part that waives your right to a copy of the letter. If you are applying to a school that does not have a separate teacher recommendation form, then I will fill out a generic form that has been provided to me by Mrs. Spangler.
7. I need your contact information so that I can reach you at the time that I am working on your letter. Please give me your cell phone #, home phone #, and E-mail address so that I can contact you with any last minute questions, clarifications, or omissions.
8. Know that the letter about you will be positive if you have satisfied the aforementioned requirements.
9. If you think of anything else that I need to know after you have given me your information, feel free to come by my room or E-mail me at traeger@lcsd.net . Make sure to put your name in the subject line so I can fish your E-mail out of the spam filter.
10. Remember to breathe! College application time is one of the most stressful periods in your life. It is also one of the most important times in your life to show others your commitment to better yourself through education. I look forward to helping you through the process. Congratulations!

Sincerely,

Mr. Traeger