

Letter of Recommendation Agreement

Student name: _____

Teacher name: _____

This letter is an agreement between the student, the teacher and the Counselling Office.

By signing this letter, the student agrees to the following:

- a. I agree to ask this teacher, **in person**, for a letter of recommendation
- b. I agree to provide this teacher with the completed *Recommendation Information Form* and any other documents needed to complete this application
- c. I understand that this is a confidential reference and **that I will not see it**
- d. I understand that if I do not give the teacher sufficient time to complete this request, the teacher may refuse to do it
- e. I understand that if a teacher feels unable to complete a positive reference for me, he or she may refuse to do it
- f. I will follow up my personal request by making the request formal **through Naviance**

Student signature and date _____

By signing this letter, the teacher agrees to the following:

- a. I will write one general letter of recommendation (ie non-University specific) for this student
- b. The student has given me the *Recommendation Information Form* and I will ask for other documents I may require to complete a recommendation
- c. I will upload my letter to Naviance (US) and complete the Common Application Teacher recommendation, or I will provide my signed recommendation directly **in both hard and soft copy** to the Counselling Office
- d. I will advise the student to choose another teacher if I feel that someone else can write a more helpful recommendation
- e. I will not give the recommendation in either hard or soft copy to the student or to any institution

Teacher signature and date: _____

Once the student has signed this letter and has obtained the teacher's signature, the original letter should be returned to Mr. Langston