

## Letters of Recommendation/Transcript Request Directions

A student is expected to complete the following steps when asking for a letter of recommendation or requesting a transcript.

A parent must complete an "Authorization to Release Records" form and submit it to the Guidance Secretary. The student may obtain this form in the guidance office or online.

1. Ask a teacher who knows your scholastic ability and academic performance well. The school to which you are applying.
2. If a teacher evaluation form has been included in your application packet, please put your name on the form.
3. **Give the appropriate evaluation form to the teacher** you have chosen or has been designated by the school to which you are applying and/or the grade level counselor.
4. Provide the teacher/counselor with a minimum of two weeks time to write your recommendation.
5. Give the teacher/counselor a **stamped (2 stamps per envelope), addressed envelope**. Please supply one envelope with stamps for each school. The return address should be William Annin Middle School, 70 Quincy Rd., Basking Ridge, NJ 07920.
6. Write your name on the inside flap of the envelope you are giving to the teacher/counselor.
7. The teacher will mail your letter of recommendation directly to the school to which you are making an application.
8. Thank the teacher/counselor for writing your letter of recommendation.

**All the above steps must be followed in order to complete a letter of recommendation or transcript. Thank you**