

MR. ALLISON's Recommendation Application Directions: (12)

Read all of the directions and procedures.

Failure to follow these directions could result in forfeiture or your recommendation.

1. Due to major time constraints and a desire to make sure my letters are credible and are seen as strong recommendations, I write them rarely. They are reserved solely for students who I consider "ELITE." Recommendations are usually limited to Advanced 3 students in excellent standing in the broadcasting program who are actively involved in leadership in the program, who are (and have been throughout high school) extremely active in the program, not just during class, and who have demonstrated the high road and unquestioned character, work ethic, etc.
 2. Recommendations are usually limited to **no more than five students per year, less some years.** The number and actual candidates are totally decided by Mr. Allison, who is under no obligation to agree to a recommendation. You must apply for a letter of recommendation in the **spring before** your senior year. You will be notified of your status in September of your senior year. E-mail Mr. Allison's form AND fill out the Naviance teacher form. Also talk to Mr. Allison BEFORE applying.
 3. Failure to give enough notice, to follow all directions or to handle the recommendation process in a professional, respectful and high road manner will eliminate you from recommendation consideration.
 4. **IMPORTANT NOTE:** All letters are strictly CONFIDENTIAL. No student (or parent, guidance counselor, etc.) will see or receive a copy of the letter. The letter will be sent directly to the college. There is no compromise on this procedure. I will not hand a copy to guidance. Requesting a letter from me means you agree to this provision.
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PROCEDURES:

Note: Mr. Allison works through Naviance so follow all Naviance procedures. In addition, follow these procedures when they apply. In some cases, Naviance will eliminate the need for forms, envelopes, etc.

Obviously, in those cases, you can skip those procedures below.

1. **DEADLINE:** You must hand in all paperwork (including envelopes, forms, etc.) at least **ONE MONTH before** it is due. Do not give a date that is just a date that you have chosen. Only give me the date that the college has indicated is the actual deadline. **NOTE: I will NOT accept requests in the week leading up to a vacation or long weekend.** Plan ahead to allow you to show respect for my home life !!!!
2. **Mr. Allison's FORM:** Completely **TYPE** all info required on **the form below.** Include it with your forms and envelopes. If you hand things in at different times, then you must submit a form each time, so make copies.
3. **COLLEGE FORMS:** If the college has a form, or if you are using a common form, then you must neatly type or print **info on the form for the student AND for the teacher/recommender** (name, address, phone, e-mail, etc.) Obviously, the actual recommendation, signature, etc. will be filled out by Mr. Allison.) **For teacher info, use school address, phone number, school e-mail, etc.**
4. **CONFIDENTIALITY / WAIVER OF RIGHTS:** If the college has a form, or if you are using a common form, then you must **check off the "waiver" of your rights** to see the recommendation. **ALL OF MY recommendations are CONFIDENTIAL and are SENT DIRECTLY TO THE COLLEGE.** I will not give the student a copy **and I will not hand it to a guidance counselor.** If you do not agree to this, then please find someone else to write the recommendation.
5. **ENVELOPES:** Provide a **NEATLY PRINTED OR TYPED, addressed envelope** for each recommendation, with **proper postage** on it. (Note: My letters are usually one to two pages; if there are forms or other inclusions, plan for that when you decide how much postage to put on the envelope.) **Address the envelope with the correct college address in the middle front** of the envelope. In the **upper front left corner of the envelope, put: "Mr. Glenn Allison, Teacher"** and then type or neatly print the school address. Do **NOT** put **your name or address.**
6. **PROFESSIONALISM, RESPECT, HIGH ROAD:** Please show proper respect and hand in your paperwork in a **very organized** manner. Include a **typed list** of the colleges for which you are requesting recommendations. On the list, include whether or not a form is enclosed with the envelope and the college's deadline for the letter. If there are any special directions, feel free to type other directions or reminders, as well. (**Post-Its** also work well.) Be very clear in what you want and what you need. **Paperclip all paperwork that goes together for each college,** including envelope. (or find some other way to keep each college's stuff together, like putting it all in the addressed envelope for the college.) That means you should have a paper clipped pile for each college. Then **place all** "college piles" (in other words all materials), including a Mr. Allison Recommendation Application into a **LARGE ENVELOPE THAT CAN BE SEALED or CLOSED SO NOTHING CAN FALL OUT.** **On the outside** of the envelope, neatly print your **name, your e-mail, and list all colleges and deadlines.**
7. **BE POLITE !!!!:** Please do NOT pester or keep asking about your letter of recommendation. If you are selected for one, then I will take good care of you. HOWEVER, please write an e-mail requesting the status

of your letter ONE WEEK BEFORE THE COLLEGE's deadline. Just like you, I take your recommendation very seriously and I do not want any mistakes to happen. Checking one week before it is due is just a safety, just to make sure it got sent and that there were no problems or misunderstandings.

8. WATCH E-MAIL: Throughout this entire process, watch your e-mail. If I have questions or problems, I will contact you via e-mail. If your e-mail changes, please send me the new e-mail.

MR. ALLISON'S RECOMMENDATION APPLICATION/INFO FORM:
TYPE OR NEATLY PRINT ALL INFO:

First Name: ___

Last Name: ___

The Best Phone Number to contact you: ___

Your E-Mail: ___

Your Guidance Counselor: ___

Your OVERALL Grade Average in school: ___

Your Grades in Broadcasting Courses: ___

Possible major(s) in college: ___

Possible career goals: ___

Accomplishments and contributions to the broadcasting program:

Activities, accomplishments and contributions in and out of school:

Anything else I should know:

WISH / BRAG SPACE (below): What do you hope a letter of recommendation would say about you? What traits do you have that you hope will be emphasized (strengths, skills, talents, character traits, contributions, accomplishments, etc.) This is your chance to brag.....If I agree with this stuff, and if I think it should go into my letter, knowing you want it emphasized might be helpful....If I don't agree with something, I will definitely leave it out.....