

VisualArtsDepartment – Letters of Recommendation Requests

Students need *Letters of Recommendation* for many reasons and we are most happy to provide them.

TIPS FOR REQUESTING LETTERS

Please choose ONE teacher who knows you and is willing to write a letter for you. Please give your teachers the courtesy of at least 2 weeks to write the letter and give them a current Resume and Artist Statement to help with details.

Most programs, competitions, colleges, etc. require only one letter. Our teachers spend much considered time writing letters that are very specific to each student.

We ask that students ask ONLY one teacher to write the recommendation for ALL the schools they apply to, unless a school specifically requires more than one. The teachers can adapt a letter to the individual situation as it arises and print it out easily. We are happy to do this.

Please understand that it is not productive for students to have several teachers write letters when only one is necessary. "Shopping" for letters is most often counter-productive and inconsiderate of the teacher's time. And it will not lay the groundwork for a good letter.

The "common app" is used by many Texas schools and liberal arts colleges and is not a problem for most of our teachers. It is done on-line and is relatively easy.

Some teachers like to have students "proof" their letters to be certain the information is accurate. Others are not comfortable with this. It is the teacher's prerogative. Please respect their wishes.