

Acalanes Union High School District Educational Services

Advisement for Writing Student Letters of Recommendation

- **Staff members are under no legal obligation to write letters of recommendation. This action is strictly a professional decision made by staff members.**
- **Staff members are encouraged to write letters of recommendation for students who merit support in their quest for post secondary education options.**
- **Letters of recommendation should reflect sincere beliefs and observations.**
- **If a staff member believes he/she cannot in good faith write a letter of recommendation for a student, the staff member should politely inform the student of this decision. Vague and/or superficial letters are of little value to students.**
- **While it may be helpful for a student to submit a resume or list of accomplishments, a letter of recommendation should reflect a staff member's observations and should be self-guided. A letter of recommendation should never be edited or prepared by a student and/or parent.**
- **Always remember that if a student does not waive his/her right to access to a letter of recommendation, your observations can be viewed by the student, even if the document is mailed directly to a college or university.**
- **Letters of recommendation should be prepared outside of formal instructional hours. Teacher prep periods are not considered formal instructional hours.**
- **Staff members should include their current position with the district within the signature block of the letter. However, no copies of a letter should be provided to other staff members. Also, letters of recommendation should never be included as part of any file maintained by the school.**
- **The acceptance of money for the writing of a letter of recommendation is an action that is not condoned by the Acalanes Union High School District.**