



Andrew J. Bott
Superintendent

The Public Schools of Brookline
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December 4, 2018

Dear Parents and Guardians,

At this time of year, it is common for educators to receive requests to complete private school recommendations. The time required to complete these recommendations takes away valuable time from our teachers' core mission: preparing for and teaching their classes. As has always been the case, the decision of whether or not to write private school recommendations is entirely voluntary. Given this, it is important that educators not be pressured to write private school recommendations.

While agreed upon practices clearly delineate how the district supports high school educators in writing college recommendations, no such practices exist for private school recommendations. In order to remedy this, the District and the Brookline Educators Union have worked closely to agree on systems to support educators who choose to write private school recommendations. These include:

- Any teacher who decides to write a recommendation will be provided with 40 minutes of release time from regularly scheduled school or district meetings and/or regularly scheduled non-teaching duties.
- Administrators will support the decision of teachers who choose not to write recommendations and will field questions that anyone may have regarding these decisions.
- Administrators may be available to write recommendations in place of teachers.

So that the teacher release time can be scheduled and agreed upon before recommendations are written, and so that teachers have sufficient time to complete recommendations before the deadlines, it is critical that we receive these requests as soon as possible. If you plan to request a private school recommendation, and you have not already done so, please reach out to your school guidance counselor or principal with these requests **no later than Friday, December 7, 2018.**

Sincerely,

Andrew J. Bott
Superintendent