

Hilltop Christian School

814 Highway O, Rolla, MO 65401

Letter of Recommendation — Guidelines • School Year 2026–2027

Each applying family provides two letters of recommendation from trusted individuals who know them well — such as a pastor, teacher, adult family friend, or coworker (not a relative). This page tells recommenders what to include. Letters are simple and short: a half page to one page is plenty.

What to Include

- How you know the family and for how long
- The child's character as you have observed it — kindness, honesty, how they treat others, how they respond to guidance
- The family's values and reliability — would they be supportive, cooperative partners with a small school?
- Anything that would help us serve the child well (interests, strengths, challenges)
- Your name, relationship to the family, and contact information (phone or email) in case we have questions

What NOT to Worry About

- Formality — a plain, honest letter is better than a fancy one
- Academic assessment — we do not expect grades or test opinions; that is our job
- Length — one page maximum; a few sincere paragraphs are ideal

Example

"I have known the Miller family for six years through our church, where I taught their son Eli in our children's class. Eli is a curious, good-hearted boy who listens well and looks out for younger kids. His parents are dependable and involved — when we needed help with the fall program, they were the first to volunteer. I believe they would be a supportive addition to your school family. Feel free to call me with any questions."

How to Submit

Recommenders may email the letter to sbraman@imsda.org, or mail/drop it off at Hilltop Christian School, 814 Highway O, Rolla, MO 65401. Please include the applying student's name. Letters are kept confidential and reviewed only by the Admissions Committee.