



Requesting Recommendations from EVHS Staff Members

Dear Students:

Congratulations! You are, no doubt, reading this because you are ready to begin the steps that will help you reach your post-high school plans. This is an important milestone in your growth to the next phase of your lives and we want to support your success, whatever college and career choices you make. **Not all colleges require a recommendation letter.** But if needed, following this protocol will help EVHS staff members help you! Please review these steps carefully and, as needed, consult your School Counselor for further assistance. **We want to help you reach your goals!**

Help us help you! – Be aware of the staff member’s professional and personal obligations and time. Other students may very well be asking the same staff member to write a recommendation, so make your requests early! **You are expected to give the staff member at least 15 SCHOOL DAYS in advance of a deadline to complete a recommendation letter.**

_____ **Request recommendations IN PERSON first! Present yourself IN PERSON to ask if they agree to write a letter for you.** You will follow up in writing but *your first request is most appropriate and respectful if made in person.*

_____ **Once you’ve made your IN-PERSON request, you must document the recommendation in Naviance Family Connection.** Indicate names of your teacher recommenders in Naviance. Under the Colleges tab, click on **Letters of Recommendation** and then click on **Add Request**. Select the teacher name from the dropdown menu. Indicate the specific colleges you want the teacher to write for. You must also be aware of requesting only the number of letters accepted by that college. Counselors are usually *not* included in this count for most colleges that limit the number of recommendations accepted. Write a brief note and then click **Save** (see *Sample – Recommendation Request* at the end of this checklist). This automatically provides an email to the teacher connecting them to your request, and allows you to provide additional notes or instructions. **If a Counselor recommendation is needed,** make your in-person request first and then **send your Counselor a regular email** to confirm your request – you will NOT send the request through Naviance. If using the Common App, complete the **FERPA waiver** for any Common App colleges – see Step 2 on Common App instruction sheet for more details.

_____ **Complete the Teacher and/or Counselor Recommendation Survey(s) on Naviance** – The surveys are located on Naviance Family Connection under the About Me tab and ‘Surveys to Take’. Each survey includes prompts that allow you to share unique information that will be extremely valuable to the staff member in writing your recommendation. The survey results can be accessed on-line by the teacher or counselor, but **PLEASE ASK if your recommender wants a PAPER COPY of the survey. If so, PRINT it for them!**

_____ **Complete a Resume on Naviance Family Connection:** Naviance has an effective Resume tool to help you create a professional document. *(If you have previously created a resume in some other format, you must provide it to the staff member.)* **PLEASE ASK if your recommender wants a PAPER COPY of the resume. If so, PRINT it for them!**

_____ **IF REQUESTED by the staff member, provide a paper copy of your unofficial transcript and your senior year schedule** – You may get a copy of your unofficial transcript and your senior year schedule from StudentVUE (portal). If you need a paper copy of your **HONORS Transcript**, please come to the Counseling Office.

_____ **IF NEEDED, provide an addressed, stamped envelope for any application materials that must be sent through REGULAR MAIL (rare!). You are responsible for coordinating this process directly with the recommending staff member. IF PAPER MATERIALS ARE INVOLVED, place all of the materials in a single folder** – This helps you both remain organized!

_____ **Be sure to provide a “THANK YOU”!!!** Remember, you asked this staff member to write you a letter because the two of you have a positive relationship. The staff member is pleased to help you and is proud of your accomplishments. The staff member is helping you because s/he cares about you and respects you. **Show your respect in return by saying thank you in a way that illustrates how much you appreciate the assistance!**

Our best wishes to you as you pursue this next important leg in the journey of reaching your full potential. *We look forward to celebrating your future successes!*

-The Faculty Members of Eastview High School

SAMPLE – Recommendation Request

(to be provided to the staff member or included in Naviance after your in-person request!)

September, 2017

Dear Mr. or Ms. Recommender:

Thank you for agreeing to write a college (or scholarship) recommendation on my behalf. I am currently planning to apply to the colleges/universities listed in Naviance Family Connection under “colleges I’m applying to”. Please be aware that my earliest deadline is __/__/__ for Dream School University. I have formally requested you as a recommender in Naviance Family Connection.

I am providing you at least three weeks to complete the recommendation by the required deadline. I have completed Teacher Recommendation #1 Survey (or #2 as appropriate) for you. The specific colleges (with deadlines) that I would like you to submit your letter(s) are listed in this survey and indicated in Naviance Family Connection. If you need any additional information at all, please let me know.

I have completed a Resume on Naviance Family Connection to provide you with additional information about my background that may be helpful as you write.

In writing the recommendation, I would appreciate it if you would touch upon the following:

- Academic background and achievement – especially my performance in your class!
- Character and/or leadership qualities
- How I could be expected to contribute to the school’s community over the next four years
- What makes me unique

I am applying to a few Common App schools as well as a couple Non-Common App schools that accept online submissions through Naviance. I will provide you with addressed, stamped envelopes for any schools that do not accept online submission of materials so you can place them in the regular mail.

You have been an important person in my life at Eastview High School. Thank you for taking your valuable time to help me once again.

Respectfully,
Ima Good-Student