

Request for Teacher Letter of Recommendation

Name: _____

Intended College Major: _____

Teacher: _____

Classes Taken: _____

Important Things to Remember

- **REQUEST IN PERSON** first, then send the request via **NAVIANCE**
- Allow at least **THREE WEEKS** for your teacher to complete this recommendation.
- Agree upon **A DATE** with your teacher for when the recommendation will be uploaded:
- Letters need to be uploaded before counselors can send materials to schools
- Select a teacher that can write about **YOUR ACADEMIC MERITS**.
- Teachers may require your current year schedule.
- Please remember to write **THANK YOU NOTES** to your teachers.

Upload before

Schools you are applying to:

Applying on:

Please check this box if ANY of your schools are “Common Application” schools.

What about your performance in this class would you like this teacher to highlight?

Attention Teachers:

When writing a letter of recommendation teachers should highlight the following as it relates to their class:

Work ethic

Study habits

Grasp of material

Analytical ability

Personal strengths

These are the qualities of students that admissions officers seek when considering applicants.

~If the above box is checked indicating any of the schools use the Common Application, it is necessary to fill out the Common Application teacher recommendation form on Naviance in addition to uploading your Letter of Recommendation.

Naviance Instructions for TEACHERS

At “log in” you will be brought to the home screen for your account.

- 1) Under “Quick Links” click “Teacher Recommendations”
- 2) Click on “Upload File” for the Student that the Letter of Recommendation is for
- 3) Scroll down to “Teacher Documents” and click on “+Add”
- 4) Click “Upload File.” Choose type (Letter of Recommendation) and find document on your computer
- 5) Upload file
- 6) After you upload, you will be brought back to the student screen
- 7) Click “View” to ensure the letter uploaded
- 8) Click on “Add” button AGAIN
- 9) Click on “Prepare a Form” to complete the Common Application Teacher Evaluation Form.