



Instructions for Requesting a Teacher Recommendation

1. Politely ask your teacher (in-person) if he or she would be willing to write a college recommendation for you. If you are virtual (only virtual learners), please call your teacher.
2. Fill out a teacher recommendation request letter available on SJCP's website on the College Corner.
3. Save completed request letter as pdf.
4. Email your teacher the completed request letter and a copy of your resume.
5. Go to your Naviance Account and add your teacher to your recommendation list and don't forget to thank them in the space provided! (this last step is only after you have asked the teacher in person & have emailed them your request letter with your resume)

*****TEACHERS MUST HAVE YOUR REQUEST & RESUME AT LEAST 2 WEEKS PRIOR TO THE APPLICATION DEADLINE and THEY DO HAVE THE RIGHT TO DENY YOUR REQUEST IF RECEIVED LESS THAN 2 WEEKS PRIOR TO DEADLINE*****