

# Requesting Teacher Recommendations

Go to **My Colleges > Application Documents**.

The screenshot shows the Scoir application dashboard. At the top, the 'My Colleges' tab is highlighted with a purple circle. Below the navigation bar, the 'Application Documents' section is visible, with a purple arrow pointing to it. The dashboard is divided into three main columns: 'Following (3)', 'Applying (2)', and 'Applied (1)'. Each column contains a list of colleges with their respective application status and a 'Start App' or 'Open Application' button. The 'Applied (1)' column also includes a section for 'Where are you enrolling?' with a list of colleges and their acceptance status.

**Navigation Bar:**

- Home
- Discover
- My Colleges**
- Inbox
- Me
- Apply with Scoir

**Application Documents Section:**

- Search
- Application Documents
- Sort: Deadline
- Download

**Following (3):**

- Allegheny College** (Meadville, PA)
  - Scoir: [Progress Bar]
  - Start App
- Arkansas Northeastern Co...** (Blytheville, AR)
  - Scoir: [Progress Bar]
  - Start App
- Clark University** (Worcester, MA)
  - Scoir: [Progress Bar]
  - Start App

**Applying (2):**

- Austin College** (Sherman, TX)
  - Early Action Dec 1
  - Checklist 0/1, Docs Sent 0/1
  - Scoir: [Progress Bar]
  - Open Application
- Duke University** (Durham, NC)
  - Priority Dec 20
  - Checklist 0/2, Docs Sent 0/2
  - Scoir: [Progress Bar]
  - Open Application

**Applied (1):**

- The University of Tennessee...** (Knoxville, TN)
  - Regular Decision Dec 15
  - Outcome Conditional Acceptance
  - Checklist 0/4, Docs Sent 0/1
  - Common App

**Where are you enrolling?**

Move your choice here.

## Select **New Request**.

The screenshot shows the Scoir 'My Colleges' page. At the top, there's a navigation bar with the Scoir logo, a search bar, and links for Home, Discover, My Colleges (active), Inbox, Me, and Apply with Scoir. Below the navigation bar, there's a link to 'Back to My Colleges'. The main content area is titled 'Application Documents' and contains three sections: 'Required Documents', 'Optional Documents', and 'Letters of Recommendation'. The 'Required Documents' section has a table with columns 'Title', 'College', and 'Status'. It lists a 'FERPA Waiver' for 'All Schools' with a status of 'Granted on 01/12/2023' and an 'Edit' link. The 'Optional Documents' section has a table with columns 'Title', 'College', and 'Status'. It lists a 'Fee Waiver Request' with an information icon and links to 'View Request Form' and 'Request & Sign'. The 'Letters of Recommendation' section has a table with columns 'Recommender', 'College', and 'Status'. A purple arrow points to a '+ New Request' button located to the right of the 'Letters of Recommendation' table. A Scoir logo is in the bottom right corner.

[Back to My Colleges](#)

**Application Documents**

**Required Documents**

Title	College	Status	
FERPA Waiver	All Schools	Granted on 01/12/2023	<a href="#">Edit</a>

**Optional Documents**

Title	College	Status	
Fee Waiver Request			<a href="#">View Request Form</a> <a href="#">Request &amp; Sign</a>

**Letters of Recommendation**

Recommender	College	Status	
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[+ New Request](#)

Begin typing in the name of the person and choose from the dropdown.

If the person you're requesting to write a recommendation is not in your high school as staff, they won't show up as an option and you'll need to contact your Counselor. The recommender can then send your recommendation directly to your Counselor for them to upload to Scoir.

The screenshot shows the Scoir application interface with a modal titled "New recommendation request". The modal is currently on the "Who should we send this request to?" step. A search bar contains the letter "j", and a dropdown menu shows two suggestions: "Counselor Johnson" and "James Madison". The "Submit" button is highlighted in blue. In the background, the "Application Documents" section is visible, showing categories like "Required Documents" (FERPA Waiver) and "Optional Documents" (Fee Waiver Request, Letters of Recommendation).

**New recommendation request**

Who should we send this request to?

Staff name - e.g. John Smith

j

Counselor Johnson

James Madison

Cancel Submit

View Request Form Request & Sign

+ New Request

Recommender College Status

Specify the type of recommendation whether it's for all colleges or a specific one, add a note, and select **Submit**.

The screenshot shows the same "New recommendation request" modal, but now on the "What type of recommendation is this?" step. The "General recommendation (can be used for multiple schools)" option is selected with a radio button. Below this is the "Add a note" section, which includes a "Subject" field with the text "Request for Recommendation" and a "Message" field with a longer note about applying to multiple colleges. The "Submit" button remains highlighted. The background interface is the same as the previous screenshot.

**New recommendation request**

What type of recommendation is this?

☒ General recommendation (can be used for multiple schools)

☐ College-specific

**Add a note**

It's helpful to remind your teacher of your best achievements

Subject \*

Request for Recommendation

Message

I'm applying to multiple colleges and feel my time spent in your AP English class has given you insight into my ability to thrive at at any school and major in English Literature. I would appreciate a recommendation from you!

Cancel Submit

View Request Form Request & Sign

+ New Request

Recommender College Status

From there, you can check the status of your requests to see if they've been accepted or declined.

## Viewing the status of Recommendations

Students cannot access or view recommendations submitted on their behalf.

The status simply shares of the if the request is pending, accepted, declined, or completed. It's not an indicator that it was recieved by the college.

Go to My Colleges > Application Documents. In the Letter of Recommendation section you'll see the statuses of your requests.

The screenshot shows the Scoir application interface. At the top is a navigation bar with the Scoir logo, a search bar, and links for Home, Discover, My Colleges (highlighted), Inbox, Me, and Apply with Scoir. Below the navigation bar are three sections: 'Required Documents', 'Optional Documents', and 'Letters of Recommendation'. The 'Letters of Recommendation' section is highlighted with a purple border. It contains a table with columns for Recommender, College, and Status. A row shows 'Counselor Johnson' as the recommender, 'General' as the college, and 'Requested Sep 28, 2023' as the status. A 'Cancel' link is visible at the end of this row. A '+ New Request' button is located at the top right of this section. The 'Optional Documents' section above it shows a 'Fee Waiver Request' with a 'View Request Form' and 'Request & Sign' link. The 'Required Documents' section shows a 'FERPA Waiver' with a status of 'Granted on 01/12/2023' and an 'Edit' link.

Recommender	College	Status	
Counselor Johnson	General	Requested Sep 28, 2023	<a href="#">Cancel</a>

If a request has **not** yet been acted upon by the recipient, and you no longer need it, you may select **Cancel**.

Please be cautious and mindful when requesting and canceling requests in Scoir to your teachers to help avoid delays in completion of recommendations

Once a teacher fulfills your request for a letter of recommendation, you will receive a notification within Scoir!

You can download our [Scoir mobile application](#) (on iOS) to receive a push notification once the letter is uploaded. Please again note, this does not mean the document was sent, it simply indicates the letter was uploaded. Your counselor or school supporter will send the documents to your colleges.

Colleges get flooded with documents during the application cycle and it takes time for their team to process these and get student's portals updated. Please be patient! If your school has submitted letters of recommendation on your behalf and the colleges notifies you these are missing, our team will be happy to review. However, **Scoir support will not be able to assist with this or any missing application documents sent until after 14 business days** with a screenshot of your college portal saying the documents are missing, or an email from the college directly saying the documents are missing forwarded to our team.