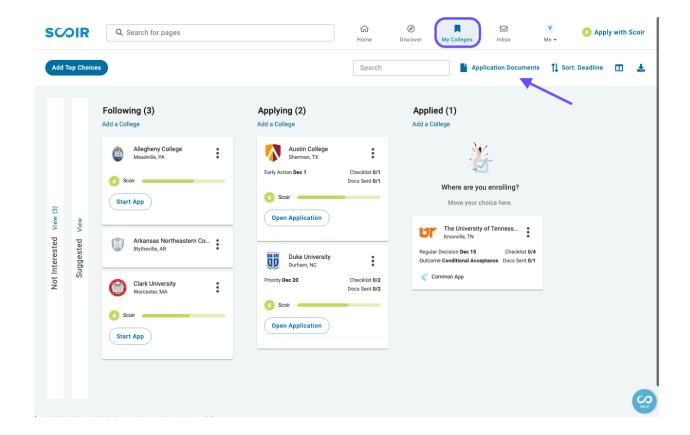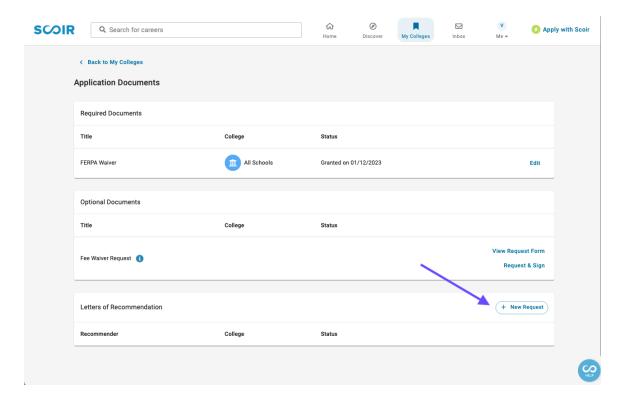# Requesting Teacher Recommendations

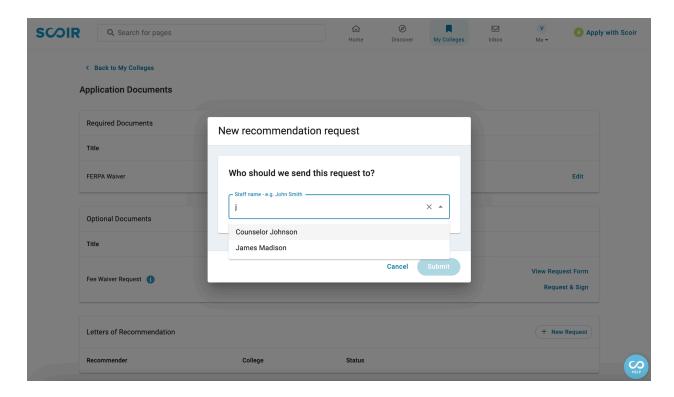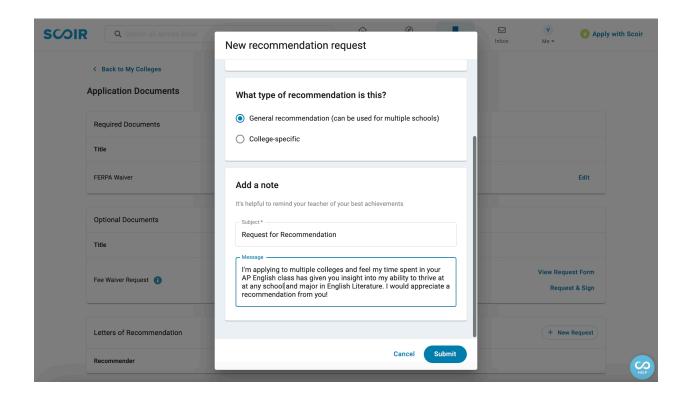Go to **My Colleges > Application Documents.**

Select **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.

SCOIR   🔍 Search for pages   🏠 Home   🧭 Discover   🔖 My Colleges   ✉ Inbox   V Me ▾   🔵 Apply with Scoir

‹ Back to My Colleges

Application Documents

Required Documents

Title

FERPA Waiver   Edit

Optional Documents

Title

Fee Waiver Request ⓘ   View Request Form

Request & Sign

New recommendation request

Who should we send this request to?

Staff name - e.g. John Smith
j   ✕ ▲

Counselor Johnson

James Madison

Cancel   Submit

Letters of Recommendation   + 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**.

SCOIR   🔍 Search all across Scoir   🏠   🧭   🔖   ✉ Inbox   V Me ▾   🔵 Apply with Scoir

‹ Back to My Colleges

Application Documents

Required Documents

Title

FERPA Waiver   Edit

Optional Documents

Title

Fee Waiver Request ⓘ   View Request Form

Request & Sign

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**

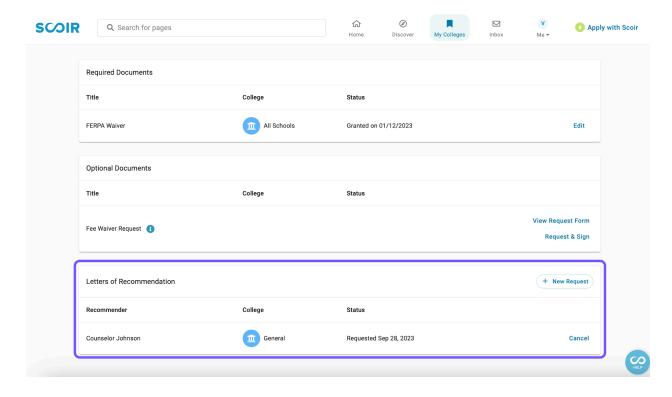Letters of Recommendation   + New Request

Recommender

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.

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.