

College Application Manager for Teachers

Fulfilling Letters of Recommendation and Teacher Evaluations

ALL recommendations and evaluations by **teachers** are completed in SchoolLinks.

Even if you don't have a SchoolLinks account, you can still fulfill a recommendation request.

Initial steps to follow

1. Access your **Recommendation Letter Portal** by clicking the unique link in the request email you received or by logging in to your SchoolLinks account and clicking **Colleges** → **Recommendation Letter Portal**.
2. All recommendation requests will appear on this list. Click on a student row to expand a request in order to view the type of request and the student's FERPA status. Click **fulfill** or **decline** to continue the process.
3. At any time, you can click on a student's name to view their **profile**, which includes their résumé, goals, and other information that will help you personalize your recommendation.

Non-Common App Letters of Recommendation

1. Click on the **student** to expand the request.
2. Click **fulfill** on the General Recommendation Letter.
3. Copy/paste the letter into the text box (recommended) or choose the file you would like to upload using the **upload a pdf** button.
4. Double-check your recommendation! You will NOT be able to make changes once you finish!
5. Click **submit** to automatically send the recommendation letter to the receiving institution(s).



Teacher Evaluations

1. Click on the **student** to expand the request.
2. Click **fulfill** on the General Common App Teacher Evaluation.
3. If this is the first time you are completing a Common App form, you will be prompted to fill out your one-time Teacher Profile. Once you have completed all required fields, click **review** and **submit**.
4. Complete each section of the Teacher Evaluation. Be sure to double-check all responses before submitting.
5. When you are done, click **submit**. Once you submit, you can only make edits before the college downloads the student's application. If the fields are no longer editable, the evaluation was already received by the school.