

Teacher Recommendation Request Form

Dear Student,

Please give this to the teacher whom you have already asked in person for a recommendation. This paper will prompt them to log on to Naviance and upload your recommendation. Please remember the following:

1. *YOU MAY ASK **ONLY 2 TEACHERS** FOR RECOMMENDATIONS!
2. Attach a copy of your resume.
3. Allow the teacher at least 3 weeks to complete your recommendation.
4. Request teacher recommendation through Naviance under **colleges you are applying to** tab.
5. Date Requested: _____ Date Needed: _____

Please provide the teacher with the following information:

Name: _____ Possible Major: _____

Colleges you are applying to:

_____	_____
_____	_____
_____	_____

Waiver of Rights to Inspect and Copy Recommendations

An understanding exists between colleges and secondary schools that the evaluations and recommendations received from high schools are confidential information. College admissions officers expect that evaluations and recommendations made with this understanding are candid and honest. Therefore, these evaluations may carry appreciably more weight in the admissions process. Students should request recommendations accordingly.

____ I do waive my right to inspect and copy confidential information and recommendations requested

Dear Teacher,

Here is a reminder of what you need to do:

1. Log on to Naviance Succeed: (www.succeed.naviance.com)

Account: terryville

Username: lastnamefirstinitial

Password:

2. On the welcome page, you will see the link: Manage and complete your college recommendations. This page will show the requests you have received from students. Look for the student's name and click prepare forms. If your student's name does not show up under Manage and complete your college recommendations, click Find Student.

3. Your list of students should be under the requests tab. Under the column heading Action, click prepare forms. At the top of the page, click Prepare (next to the blue Student details tab). Scroll down to where it says teacher documents and click "add." You must Prepare a form (common application evaluation) and Upload a document (your letter of recommendation). Under application, please choose the all applications option unless the recommendation is personalized for a specific school. Please fill out the Common App teacher eval. You must complete this for every student for whom you write a letter of recommendation. Neither students nor other teachers will be able to see your recommendation or evaluation. Counselors have access to these documents.

4. Once you have completed the recommendation **you must mark the recommendation request as "completed"** under the Manage and complete your college recommendations link. Please check off the box to the left of your name, for that specific student, and then click the drop down tab next to Process selected recommendation requests and choose "Mark as completed." Then click go, and then continue.