

TEACHER RECOMMENDATION PROCESS

Step 1: Decide which 2 teachers to ask for a recommendation. Ask your teachers in person!

Step 2: Once the teachers agree to write your recommendation fill out the yellow “Request for Teacher Recommendation” form and ask your teachers if they would like it now or in the Fall. These yellow forms are in the guidance office on the wall across from the secretaries (and also on the 2nd page). One form per teacher. These forms give each teacher a guide to write the recommendation. ****Keep in mind that some teachers may have their own form for you to fill out!****

Step 3: You must make a request to the teacher through Naviance (after you ask them in person). Making the request through Naviance allows the teacher to upload the letter electronically. You will see updates in Naviance when the letter is in progress and when it is complete. Your counselor/teacher will send the letters through naviance.

- Log into Naviance
- Click “colleges” tab
- Click “colleges I’m applying to”
- Under Teacher Recommendations click “add/cancel requests”
- Select the teachers you are asking for a recommendation. Please leave a personal note thanking them for agreeing to write the recommendation and that once you round out your list of schools you will update them with deadline dates (you will have to do this in the Fall).
- Click “Update Requests”

Step 4: It is *your responsibility* to follow up with your teachers in the fall with application deadline dates so they can prioritize when their letters are due. Check the progress of your letter throughout the process and don’t be afraid to send your teachers a friendly reminder email if your deadline date is approaching.

Step 5: If your school requires you to mail a letter of recommendation you *MUST* provide each teacher with stamped envelopes addressed to the admissions office of each school. The teacher will put your letter in the mail.

REQUEST FOR TEACHER RECOMMENDATION

Student _____ **Teacher** _____

Course Taken _____ **Counselor** _____

What was your favorite topic or unit discussed in this class? Why?

On which assignment(s) did you do your best work? Explain why.

What are your strongest qualities as a student? How did you demonstrate them in my class?

How did you grow as a student during the time you were a member of my class?