



How to Request Recommendation Letters from Your Teachers

****Please note that before you request a teacher recommendation using the steps below, you should have already had a personal conversation with each teacher you will be asking to write letters on your behalf.** You will need to check with each school's application to determine whether or not teacher recommendations are required and if so, how many and from what type of teacher (e.g., teacher from junior/senior year, academic subject, etc.) **Make sure you give teachers at least 20 days to complete the recommendations.** Please give teachers the following:

- ✓ *Resume.*
- ✓ *List of all schools to which you are applying and deadlines.*
- ✓ *Any other information you want the teacher to know about you.*

Requesting Teacher Recommendations Delivered by Mail:

In addition to the three items listed above, you should provide the following to your teachers who are writing recommendations delivered by U.S. mail:

- ✓ *Note to teacher (see example of personal note below).*
- ✓ *Stamped envelope labeled with the address of the college.*
- ✓ *Forms required for each college (check school's application) and/or the heading needed for the recommendation (i.e. student's name, DOB and/or social security number).*
- ✓ *Along with your personal information, complete all parts of the form where you know or have access to the information. i.e. Teacher's Name, Position (Teacher), Name and/or address of the high school, school phone number, etc.*

Requesting Teacher Recommendations Delivered Electronically Using Naviance:

Important: In order for a teacher to submit recommendations electronically on Naviance, the student needs to have submitted his transcript request forms to Ms. Evans. The teachers won't see in Naviance the colleges the student is applying to until after the transcript request forms have been submitted (and those colleges input into Naviance by Ms. Evans).

Step 1: Log in to your Family Connections account.

Step 2: Locate and click on the College Tab.

Step 3: Locate and click on the link titled, "Colleges I Am Applying To".

Step 4: Scroll down to the teacher recommendation section and click "Add/Cancel Requests".

Step 5: You will find four (4) drop down menu boxes. Using the drop down menu box, select the teacher who will submit your letter of recommendation. You may select up to four (4) teachers.



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Step 6: Add a personal note to each teacher. This is done by typing your note in the text box to the right of the teacher selection box (see example of personal note below).

Step 7: Click "Update Requests". Once you have done this step, your teacher(s) will have been selected.

Once you have selected a teacher, each teacher selected will receive an email with your personal note. It is good practice to follow up with the teachers you have selected within a week to ensure that they did receive your electronic request.

If you have any questions, please contact your counselor.

Personal Note Example:

Dear Ms. Evans,

Thank you so much for taking the time to write my letters of recommendation. It really means a lot to me that you are doing so. Should you have any questions about me or my extracurricular activities, please let me know.

Sincerely,

Ima Student