



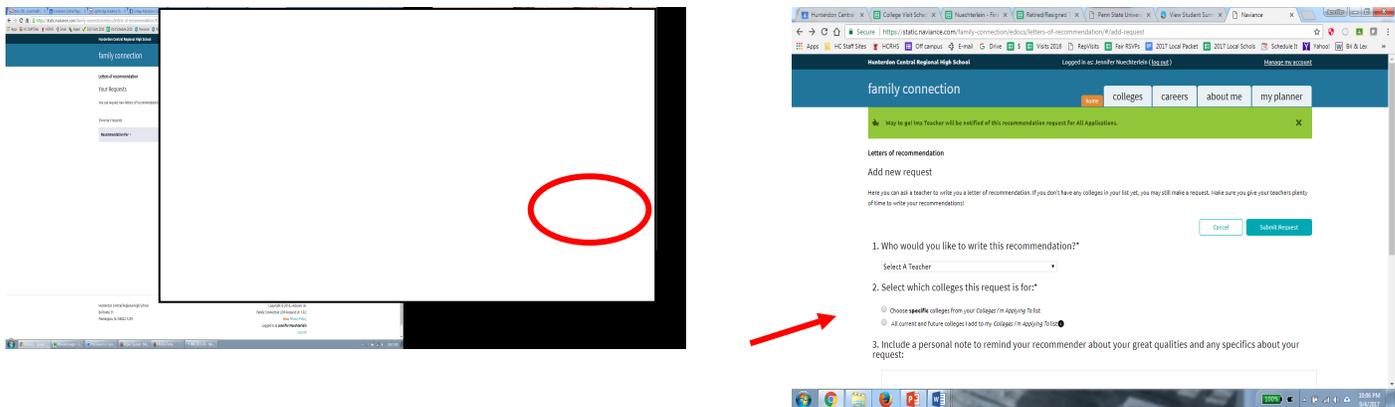
TEACHER RECOMMENDATION PROCESS 2020 – 2021

You must allow a minimum of ONE CALENDAR MONTH to process your teacher recommendation request!
(Example: Application Deadline = November 1, 2020; Electronic Recommendation Request Must Be Made By = October 1, 2020)

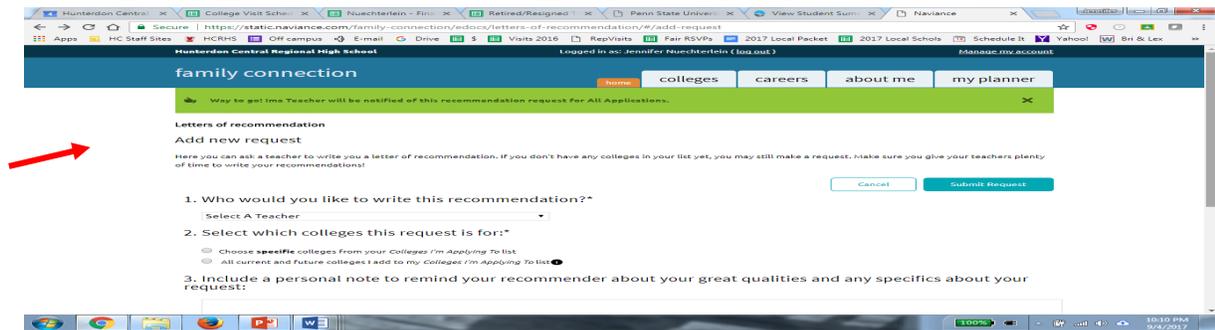
Step 1: You must *verbally* ask your teacher(s) for a recommendation before moving forward with any of the following steps. (Post-March 2020, an email request is sufficient.) Once a teacher agrees to write a recommendation on your behalf, you may proceed with a formal request on Naviance. You **MAY NOT** request teacher letters of recommendation on Naviance until there has been communication between you and the teacher and the teacher has agreed to write the letter.

Step 2: You must be sure to update your “colleges I’m applying to” list on Naviance – including college name, application type (EA, ED, RD, etc), and a deadline date (unless it is Rolling Admission). **Failure to have accurate dates, or leaving dates blank, will result in your documents not arriving to a college on time!**

Step 3: Request your teacher letters of recommendation. In your Naviance account, click on Colleges > Apply To College > Letters of Recommendation. Click on Add Request. First, choose your teacher from the drop-down menu. Next, for your teacher’s letter to go to colleges, you must have it sent to **“All current and future colleges I add to my ‘Colleges I’m Applying To’ list”**. Then, include this **REQUIRED** personal note for your teacher with the following information: **“My first college application deadline is (insert date here).”** This tells your teacher the earliest date in which you need the letter completed and submitted. (If you have a Rolling Admission college, choose a date that is at least ONE MONTH from your request date, or type your first firm deadline date, whichever comes first.) Finally, **CHECK ALL STEPS FOR ACCURACY!** Please avoid having to cancel requests because of mistakes. Click Submit Request.



A green confirmation box should appear on the next screen:



Step 4: An email has been automatically sent to your teacher with the request and the note including your first application deadline date. You can check the status of your request anytime on the “letters of recommendation” screen in Naviance. **REPEAT THE PROCESS IF YOU HAVE A SECOND TEACHER WRITING FOR YOU!**

You do not need to supply your teacher with any recommendation forms from Common App, Coalition App, or any college website. Our teachers use an online recommendation form that is submitted to Common App colleges and their written letter will be submitted to ALL colleges, no matter which application you use. You also do not need to supply your teacher with a recommendation waiver form. You already completed this process through the waiver form in Google Classroom and completing your FERPA waiver through Common App’s website. **Please be sure to thank your teachers for this generous contribution toward your college application process!**