



## Requesting Teacher Letters of Recommendation:

1. Check your prospective schools or scholarship programs (look for application check lists on individual college websites or “google” [college name](#) and application requirements) to see if they require a letter of recommendation from a teacher(s). Note some schools require the letter(s) be from teachers in certain subject areas. **Do not ask for or send more letters than are required.**
2. Which teacher(s) should you ask?
  - Colleges prefer that you have letters from teachers whom you have had for junior or senior core-level subjects. If you are asking two teachers to write a letter it is a good idea to get one who taught you in English or Social Studies and one who taught you in Math or Science.
  - Ask a teacher who knows you fairly well and can write a strong letter. Ask if he or she would be willing to write you a positive letter of recommendation. Some schools require letters from two different teachers so be prepared to ask two.
3. Requests to teachers for a letter of recommendation must be accompanied by a completed Teacher Recommendation Form (found on Naviance under the **about me** tab) and followed up with thank you letter.
4. To complete the teacher recommendation form(s):
  - Login to [Naviance/Family Connection](#).
  - Go to the **about me** tab, click surveys on the left column, and complete **teacher recommendation 1** form and **teacher recommendation 2** if any of the schools you are applying to requires two letters of recommendation.
  - NOTE: If you submit your request to your teacher(s) in the Spring of your Junior year the teacher has until October 1 to upload your letter. If you make a request in the fall of your senior year your teacher is allowed 6 weeks to complete your letter. Plan your requests accordingly!
5. To check if your letter has been uploaded to *Naviance* login to [Naviance/Family Connection](#) under the **Colleges** tab go to **colleges I am applying to** and your teachers name and recommendation status will appear under **Teacher Recommendations**. Once uploaded, requests to send a teacher recommendation are made at the same time as a student requests a transcript. These letters are confidential and are never given directly to students.
6. Show your gratitude!
  - a. Write a thank-you note to the teacher for taking the time to write your letter.
  - b. When you know your post grad plans, share them with your teacher(s). They love to hear about what you are doing.
7. All recommendation letters are sent from the Post Grad Center either via the Common Application/Naviance, eDocs/Docufide or by U.S. Mail.