



Guide to Teacher Recommendations

While working on your applications, you may realize that some colleges request that you get a recommendation letter from people who know you in and out of the classroom. These recommendations can provide a greater insight on you to support your applications. Here are some helpful hints:

- ✓ Most recommendations are geared towards teachers who have taught you in the past 2 years. This typically directs you to think of teachers you had in 10th or 11th grade. Some recommendations can be from someone in the community. You may also run into a peer recommendation. However, most of the ones you will see will be teacher recommendations.
- ✓ Teachers and counselors are usually happy to assist you but you have to ask. Remember to *always* ask in person and not just through a college application portal or through Naviance.
- ✓ Make sure when you ask the recommender that you are specific about your request. Tell them what school and how the recommendation should be submitted.
- ✓ There are several different methods used by college to receive recommendations:
 - Some applications will have a space to type in your recommender's email address. This sends a link to the recommender and allows them to submit their letter online via the college's website.
 - Some institutions ask the student to print out a document and give it to their recommender to fill out. In these cases, the College Counseling Office can mail these completed forms to the college.

- ✓ *Most* applications simply ask to provide a recommendation without giving specific instructions on submission. In these cases, requests for recommendations *must* be made through Naviance *after* speaking with the teacher in person. The teacher will receive an email from Naviance after it has been requested. They will be able to write their letter and upload the file for electronic submission to the college.
- ✓ Be sure the recommender understands when the recommendation is due!
- ✓ Make sure you give them *plenty* of notice.
- ✓ Provide the recommender with a list of activities or your resume to assist in the process.
- ✓ Send the recommender a thank you note and keep them updated on your college decision.

You may also see that a school requires a Counselor Recommendation. The same principles above need to apply and that rec would be written by Coach Thompson.