

### 3 Easy Steps to Requesting Teacher Recommendations

Be sure to ask your teachers in person if they would be willing to write a letter of recommendation for you.

Once that conversation occurs:

Log onto Naviance and click on the:

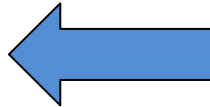
- “My Colleges” tab, then
- “Colleges I’m applying to” link
- Electronically request the teachers name in your account (Max 2)

**College that I am attending**

**Teacher Recommendations**

[add/cancel requests](#)



| Teacher      | Status    | Your Note |
|--------------|-----------|-----------|
| Mrs. Teacher | Completed | N/A       |

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\* Difficulty of admission specifically for you as estimated by your counselor

† College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.

Once the above step is complete, please bring the following items to the teachers who will be writing you recommendations:

- If the college **IS** an eDocs member: Simply list it on the Teacher Recommendation Request Form and you are done!
- If the college is **NOT** an eDocs member: Also list it on the Teacher Recommendation Request Form.

Additionally, you must bring your teacher the following:

- Stamped envelope **with postage** addressed to the college:

Office of Undergraduate Admissions  
Name of College  
Address of College  
City, State, Zip

\*\* *Tip: Be sure to write your name and the due date on the inside flap of the envelope.*

Provide Teacher Evaluation Forms, if required.