

# FORMAL TEACHER RECOMMENDATION REQUEST FORM

## Electronic Submission



You must give your recommending teacher at least two weeks' notice. **Not all colleges accept electronic submission and not all teachers choose to submit electronically.** Be sure to check for this well in advance of your first deadline. It is your responsibility to provide the necessary information to your teachers and to invite them to upload their recommendation through your Naviance account.

FROM: \_\_\_\_\_  
(Print)

COUNSELOR \_\_\_\_\_

TO: \_\_\_\_\_

TODAY'S DATE:

Below, please list the college, application deadline, what your form of application is (Early Action, Early Decision, Rolling, or regular), if you are using the common and whether or not each school accepts electronic submission.

College Name	Deadline	EA/ED Roll/Reg	Use Common App Form?	Accepts electronic?

I understand that the letter will be sent electronically to each college by the application deadline unless otherwise specified by the college. I understand that it is my responsibility to be aware of each college's requirements and deadlines.

Student's Signature: \_\_\_\_\_ Date:

## THE FORMAL TEACHER RECOMMENDATION

Most colleges will require one or two formal recommendations from academic teachers. This teacher is typically a junior year teacher, although a sophomore year teacher who knows you particularly well may be appropriate. You should discuss your choice of formal recommenders with your guidance counselor and ask your teachers as soon as possible. Please fill out the information below and submit it to your recommending teacher(s) with the Formal Recommendation Request Form.

Thank you for agreeing to write my formal recommendation for the colleges listed below. You may upload your letter to Naviance and fill out the Common Application Teacher Evaluation form located on Naviance eDocs.

What careers or college majors are you considering?

List high school awards, recognition or activities **related to this teacher's subject area** (i.e. involvement in literary magazine if your recommender is an English teacher)

Please write a short paragraph addressing some of the following questions:

- Why have you chosen this teacher to write your recommendation?
- What experiences in this class stand out in your mind?
- How did this class challenge you?
- What did you enjoy the most about this class?
- What else might the teacher want to consider when writing this recommendation?

**FORMAL TEACHER RECOMMENDATION CHECK LIST: Electronic Submission**

\_\_\_\_\_ Date Completed

- Complete the FERPA waiver and linked Common Application on Naviance
- Invite recommending teachers through Naviance (not common app)
- Complete formal recommendation questionnaire and request form
- Check for any schools that do not accept electronic submission and follow paper submission protocol.
- Send thank-you notes to both teachers.