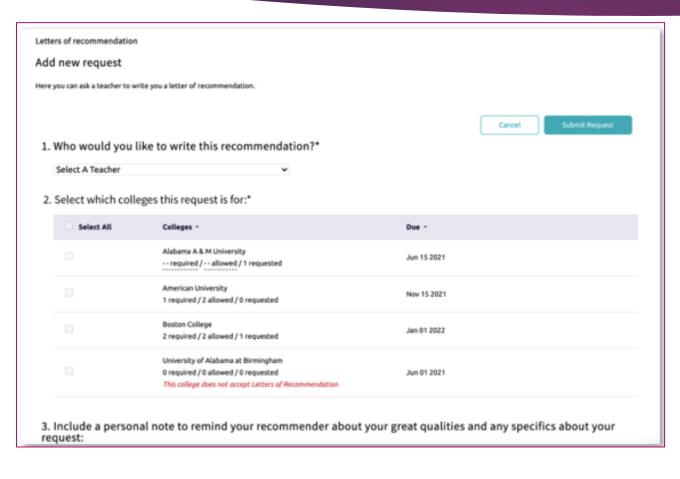
Teacher Recommendations

- Students must request teacher recommendations by September 1, 2023.
 - ▶ It is your responsibility to research which schools require a letter of recommendation on their website.
 - ▶ If they do not ask for a letter of recommendation, they do not use it in their admissions process. DO NOT ASK YOUR TEACHER FOR ONE IF THIS IS THE CASE!
- Students "invite" their teachers to upload and send letters of recommendation in two steps:
 - 1. Provide teachers with a copy of your "TEACHER RECOMMENDATION FORM" found on the school counseling website (https://www.waltonhighcounseling.com/class2024). Include the deadline date of your first application that requires their letter of recommendation on the form.
 - Request Letters of Recommendation in Naviance (make sure your college has been added to the "Colleges I'm Applying To" tab)

How to Request Teacher Letters of Recommendation



Requesting Teacher Letters Of Recs

- 1. Go to **Colleges**
- 2. Select **Letters of Recommendation** under the **Apply to College** column
- 3. Select Add Request
- 4. Select a **Teacher**
- 5. Select which colleges the request is for
- 6. Include a personal note
- 7. Select **Submit Request**
- 8. Select Request and Finish
- *** Remember the college must be listed in the "Colleges I'm Applying To" tab ***

Track Submission Status of Recommendation Letters

| Deadline * | Recommender(s) | Status 🕦 | Cancel Request |
|------------------|-----------------------------|------------------------------|------------------|
| See applications | Genevieve T Recommen | dation Statuses: | × |
| | ⊠ Requested | : Student has requested a | |
| Арг 01 2018 | Genevieve T letter of recor | nmendation | × |
| | 📤 In Progress | :: Teacher has written the | |
| | letter of recon | nmendation | Add Request |
| | ✓ Submitted: | : High school faculty membe | er |
| | has sent the le | etter of recommendation to | |
| | designated co | llege(s) | |
| | X Cancelled: □ | Either the student, teacher, | ог |
| | counselor has | cancelled the request | |
| | | | 2016, Hobsons II |