



Teacher Letters of Recommendation

Teacher Recommendation Guidelines

- Request teacher letters of recommendation by **Tuesday, September 1, 2026**.
- It is your responsibility to research each college's admissions requirements to determine whether a teacher letter of recommendation is required.
- **Not all colleges require or accept teacher letters of recommendation.**
- If a college does not require or accept teacher letters of recommendation, **do not request one from your teachers**. Unnecessary letters will not be considered as part of the admissions process.

How to Request a Teacher Recommendation

- Students invite their teachers to upload and send letters of recommendation in 2 steps:
 - **STEP 1:** Provide teachers with a copy of your [teacher recommendation form](#).
 - **STEP 2:** Add teachers manually into SchoolLinks, and the teacher will be alerted via email of the request.



Adding Teacher Letters of Recommendation Requests in SchoolLinks

1. From your SchoolLinks homepage, click **College**, then select **College Applications**.
2. Click **Make Requests**.
3. Search for a teacher or manually enter your teacher's name in the search bar. Click **Continue**.
4. Select the college(s) to which you want your teacher to send the letter of recommendation. Click **Continue**.
5. Optional. Add additional information for your teacher to review. Click **Submit**.
6. Your teacher will automatically receive an email notifying them of your recommendation request.

NOTE: Counselor recommendations are automatically requested if required by the college

The screenshot displays the 'College Applications' section of the SchoolLinks interface. On the right, a summary box shows 'Final List applications' with '4/4 Applications added from list' and icons for application status: 0 GUARANTEED, 1 LIKELY, 2 TARGET, and 1 REACH. Below this is a 'Recommendation tracker' showing '0 Sent', '0 Pending', and '2 Needed', with a 'Make requests' button. The main area shows a form for 'Southern Methodist University' with an 'Add Recommender' button. A red arrow points to this button. Below the button, a modal window titled 'Select the recommendation type' is open, showing 'General (Most common)' selected. Another red arrow points to the 'Search teachers' input field in this modal. A third red arrow points to a blue informational box at the bottom of the modal that states: 'Counselor recommendations are automatically requested if required by the college.'



Tracking Teacher Recommendation Letter Status in SchoolLinks

View recommenders along with the current status:

- Fulfilled
- Pending
- Declined

NOTE: Students cannot view their letters of recommendation, even if they have not waived their right to them

The screenshot displays the SchoolLinks 'College Applications' interface. In the left sidebar, the 'Recommendation tracker' link is highlighted with a red box and a red arrow. The tracker shows options for 'Fulfilled', 'Pending', and 'Declined', and a 'View all requests' button. The main content area shows a 'Recommendation Letters & Evaluations' modal. The modal contains the following text: 'The teacher recommendations and evaluations you requested are listed below. This shows whether or not the teacher has added the recommendation to SchoolLinks. To see if a request was submitted to a particular college, click on a college to open the application detail page.' Below this is a key: 'Request Fulfilled' (green checkmark), 'Request Pending' (orange circle), and 'Declined' (black X). A sample entry shows 'AT' with a due date of '01/15/25' and a 'SHOW' button.