

# Teacher Recommendations

- ▶ Students must request teacher recommendations by **September 1, 2024**
  - ▶ 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 2 steps:
  1. Provide teachers with a copy of your teacher recommendation form. Include the deadline date of your first application that requires their letter of recommendation on the form.
  2. Request Letters of Recommendation in Naviance (make sure your college has been added to the “Colleges I’m Applying To” tab)

\*\*\*\*\* BE SURE TO **ASK YOUR TEACHER IN PERSON** IF THEY WILL WRITE YOUR RECOMMENDATION **BEFORE** ADDING THE REQUEST IN NAVIANCE \*\*\*\*\*