



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 Walton Teacher Recommenders 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, then click **Continue**.
4. Select the college(s) to which you want your teacher to send the letter of recommendation, then click **Continue**.
5. Optional. Add additional information for your teacher to review, then 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 portal. On the right, a summary box shows 'Final List applications' with '4/4 Applications added from list' and status counts: 0 GUARANTEED, 1 LIKELY, 2 TARGET, and 1 REACH. Below this is a 'Recommendation tracker' showing '0 Sent', '0 Pending', and '2 Needed', with buttons for 'Make requests' and 'View all'. The main area features a 'College Applications' sidebar and a 'Teacher Recommendation' section. A red arrow points to the 'Add Recommender' button. Another red arrow points to the 'Select the recommendation type' dropdown, which is set to 'General (Most common)'. A third red arrow points to the 'Select a teacher to complete a recommendation for Southern Methodist University' section, which includes a search bar and a list of previously requested teachers. A fourth red arrow points to a blue informational box at the bottom stating: 'Counselor recommendations are automatically requested if required by the college.'



Adding Non-Walton Teacher Recommendations in SchoolLinks

1. From your SchoolLinks homepage, click **College**, then select **College Applications**.
2. Click **Make Requests**.
3. At the bottom of the pop-up window, click the blue link **Add One Manually** link.
4. Enter your teacher's information, then click **Continue**.
5. Select the college(s) to which you want your teacher to send the letter of recommendation, then click **Continue**.
6. Optional. Add additional information for your teacher to review, then click **Submit**.
7. Your teacher will automatically receive an email notifying them of your recommendation request.

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

Recommendation requests
Submit recommendation requests for your applications

Select a teacher Select college(s)

Teacher

Search for a teacher to request a recommendation from

- ☐ Abbate, Maryanne (maryanne.abbate@cobbk12.org)
- ☐ Abbott, Amy (amy.abbott@cobbk12.org)
- ☐ Abdur-Rahim, Asha (asha.abdur-rahim@cobbk12.org)
Brumby Elementary School
- ☐ Abel, Thomas (thomas.abel@cobbk12.org)
Wheeler High School
- ☐ Abell, Susan (susan.abell@cobbk12.org)
Simpson Middle School

Can't find the teacher you're looking for? [Add one manually.](#)

Final List applications
4/4 Applications added from list
✓ 0 1 2 1
GUARANTEED LIKELY TARGET REACH

Recommendation tracker
0 Sent 0 Pending 2 Needed
[Make requests](#)
[View all](#)

Cancel [Continue →](#)