

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.
 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 *****

How to Request Teacher Letters of Recommendation

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested	Jun 15 2021
<input type="checkbox"/>	American University 1 required / 2 allowed / 0 requested	Nov 15 2021
<input type="checkbox"/>	Boston College 2 required / 2 allowed / 1 requested	Jan 01 2022
<input type="checkbox"/>	University of Alabama at Birmingham 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jun 01 2021

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

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		✕
Apr 01 2018	Genevieve T		✕

Recommendation Statuses: ✕

✉ **Requested:** Student has requested a letter of recommendation

📁 **In Progress:** Teacher has written the letter of recommendation

✈ **Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)

✕ **Cancelled:** Either the student, teacher, or counselor has cancelled the request

Add Request

© 2016, Hobsons Inc