# **Teacher Recommendation Request**

Studen	nt Name:	Application Deadline [	Oate:
Teache	er Name:		
Classes	s Taught:		
like to i	ions: Student please complete this forr request recommendation letters from mendation letter and uploading them t	Teacher's directions for com	• •
1.	Why would you like this teacher to w	rite a recommendation lette	r for you?
2.	What are two things that you have le	arned from being in their cla	ss?
3.	If there is one thing you hope your te what would it be?	acher saw in you during your	time in their class
4.	ResumeAttached		
	Available in Naviance		

## **Teacher Recommendation Request**

#### **Teacher Directions**

Please make sure that you follow and complete all steps below or your recommendation letter will not be considered complete.

If you have lost, misplaced, or forgot you Naviance Username and/or Password please email Mrs. Tracy Sponsler (<a href="mailto:tsponsler@aacps.org">tsponsler@aacps.org</a>) to have it resent to your school email.

#### In Naviance:

- 1. Search for the student
- 2. Click the eDocs tab at the top of the page
- 3. Click "Prepare" at the top

### **Step 1: Upload a recommendation letter:**

- 1. Click "Add" next to teacher documents
- 2. Select "Upload a file"
- 3. Then select **Written Evaluation** from the list of Teacher Documents. An upload file box will appear.
  - a. \*If the written evaluation is for only one application, the teacher selects the college's name from the Application dropdown menu.
  - b. \*Recommended option "All Applications"
- 4. Click **browse** to locate the file on the computer, and once the file is located
- 5. Click **Upload file** to add it to the list of recommendations.

### **Step 2: Complete the Common App Teacher Evaluation form:**

- 1. Click "Prepare Form"
- 2. Select Common App Teacher Evaluation
- 3. Fill out the required fields (they are marked with a \*)
- 4. Click "save/submit"

\*\*\*If you have any questions please email Mrs. Tracy Sponsler (tsponsler@aacps.org) for help. \*\*\*