

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 your Naviance Username and/or Password please email Mrs. Tracy Sponsler (tsponsler@aacps.org) 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. ***