

Teacher Letter of Recommendation Request

Student Name: _____ **Application Deadline Date:** _____

Teacher Name: _____

Classes Taught: _____

Directions:

Student please request a teacher recommendation in Naviance by clicking “College”, “Apply to College,” “Letters of Recommendation,” then “Add Request” and select your teacher. Next, complete this form and turn it in to the teacher(s) from whom you are requesting a recommendation letter.

Teacher’s directions for completing the recommendation letter and uploading them to Naviance are on the back.

1. **Why would you like this teacher to write a recommendation letter for you?**

2. **What are two things that you have learned from being in their class?**

3. **If there is one thing you hope your teacher saw in you during your time in their class what would it be?**

4. **Resume**

____ **Available in Naviance**

Overview

Teacher Desk is a Naviance dashboard, just for teachers, that creates a streamlined, step-by-step process for submitting letters of recommendation. With three (3) easy steps, you know what to complete for a recommendation request. Teacher Desk is a tool within the Naviance eDocs experience.

3 Easy Steps

Accessing Teacher Desk Dashboard

The Teacher Desk Dashboard automatically displays as the main dashboard for those users who have a job function of Teacher in Naviance.

Select a student name from the dashboard to get started.

Just Log In!

Complete the Recommendation in Three Steps

Step 1: Prepare the Common App Teacher Evaluation Form

Complete the evaluation form and then Save.

Step 2: Upload a Letter of Recommendation

Upload a single letter of recommendation for all requested schools per student.

Step 3: Submit Your Files

When the files are submitted, a list of each school and the filing status show.

2. Upload your letter.

Upload Letter of Recommendation

The uploaded letter will be used for all school requests made by this student.
To upload a letter for a specific college, navigate to eDocs > Prepare.

Choose file No file chosen

File upload size cannot exceed 500kb.
Average processing time is currently less than 1 minute.

Cancel Upload File

1. This request requires a Common App Teacher Evaluation form.

Prepare the Common App Teacher Evaluation Form

Common Application Teacher Evaluation

All fields marked with * are required.

Applications:

Background Information

How long have you known this student and in what context? *

What are the first words that come to your mind to describe this student? *

3. Complete your recommendation.

Submit Your Files

Why is one of my letters blocked from submitting?

| Application | Document | Date Submitted | Status | ID |
|--------------------|--|----------------|-----------|----------|
| All Applications | Common App Teacher Evaluation Form | 02/01/2018 | Submitted | - |
| Georgetown Univ | Letter of Recommendation (Student Requested) | 02/01/2018 | Submitted | R4YYMATN |
| Adelphi Univ | Letter of Recommendation (Student Requested) | 02/01/2018 | Submitted | YA6RHUMG |
| Univ of New Mexico | Letter of Recommendation (Student Requested) | 02/01/2018 | Submitted | - |
| UMD College Park | Letter of Recommendation (Student Requested) | 02/01/2018 | Submitted | - |
| Penn State Univ | Letter of Recommendation (Student Requested) | 02/01/2018 | Submitted | - |