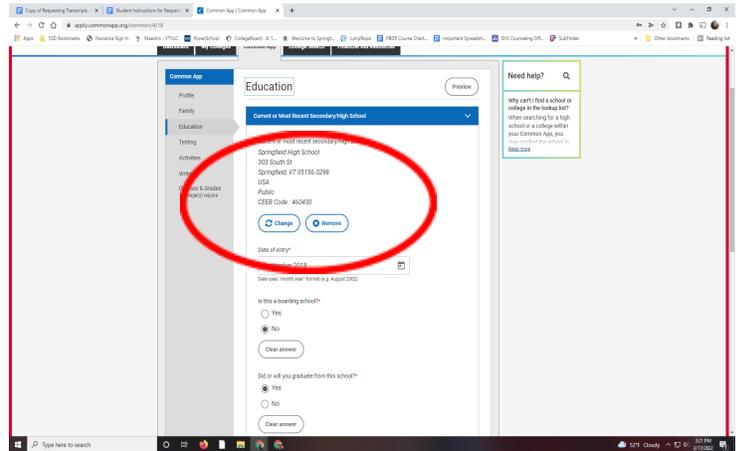
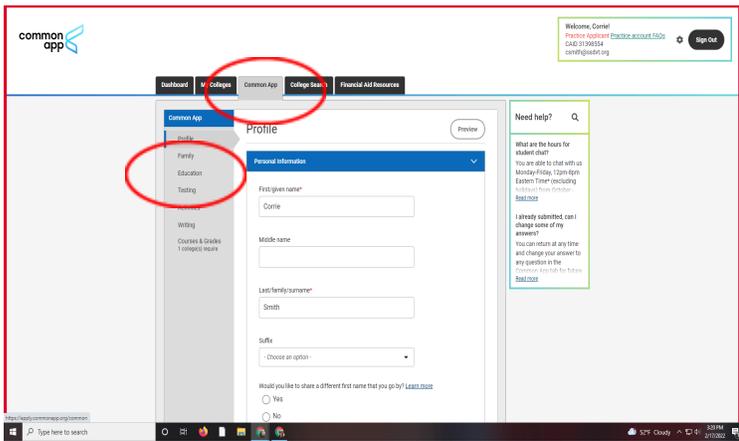
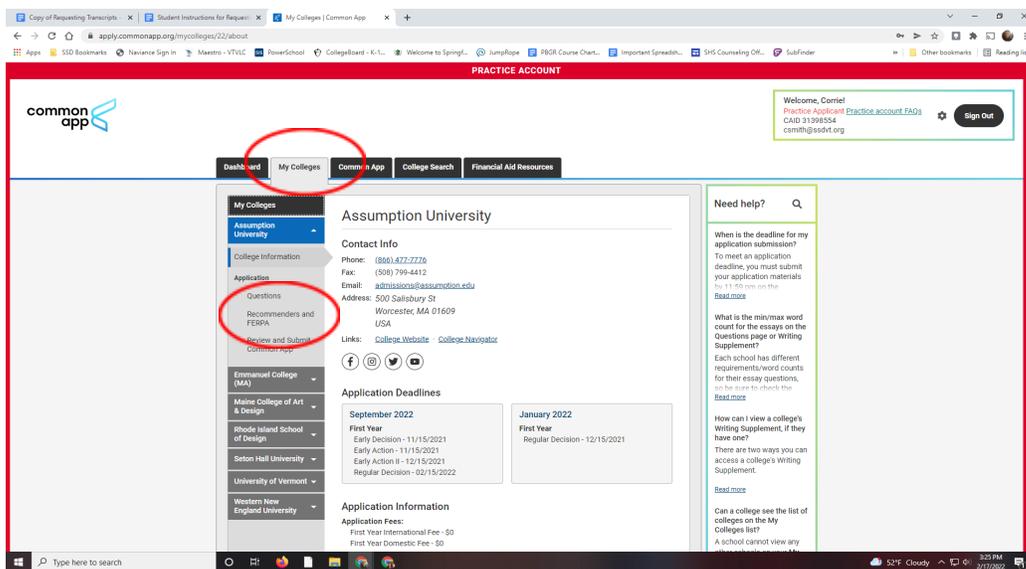


Student Instructions for Requesting Teacher Recommendation Letters

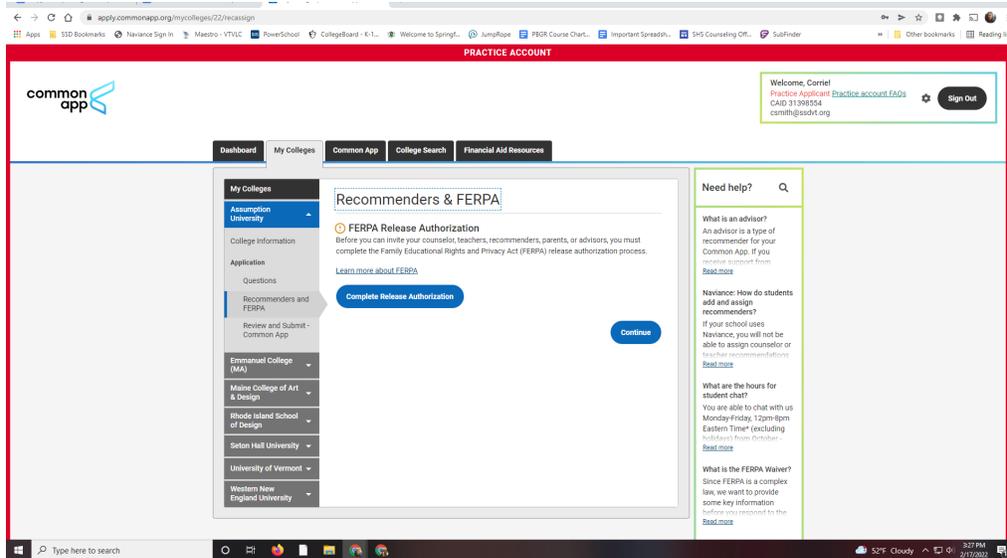
1. Have a conversation with the teacher and ask if they would be willing to write you a recommendation letter for your college/scholarship applications.
 - a. This should be done ***at least*** a month prior to your first deadline and should allow the teacher ***at least*** two weeks to complete the letter and required forms in Common App.
2. ***ONCE THE TEACHER HAS AGREED:***
 - a. ***In Common App:***
 - i. Under the Common App tab, complete the first section of the “Education” section



- ii. At the top, click on “My Colleges” tab
 1. Click on a college and select: “Recommenders and FERPA”

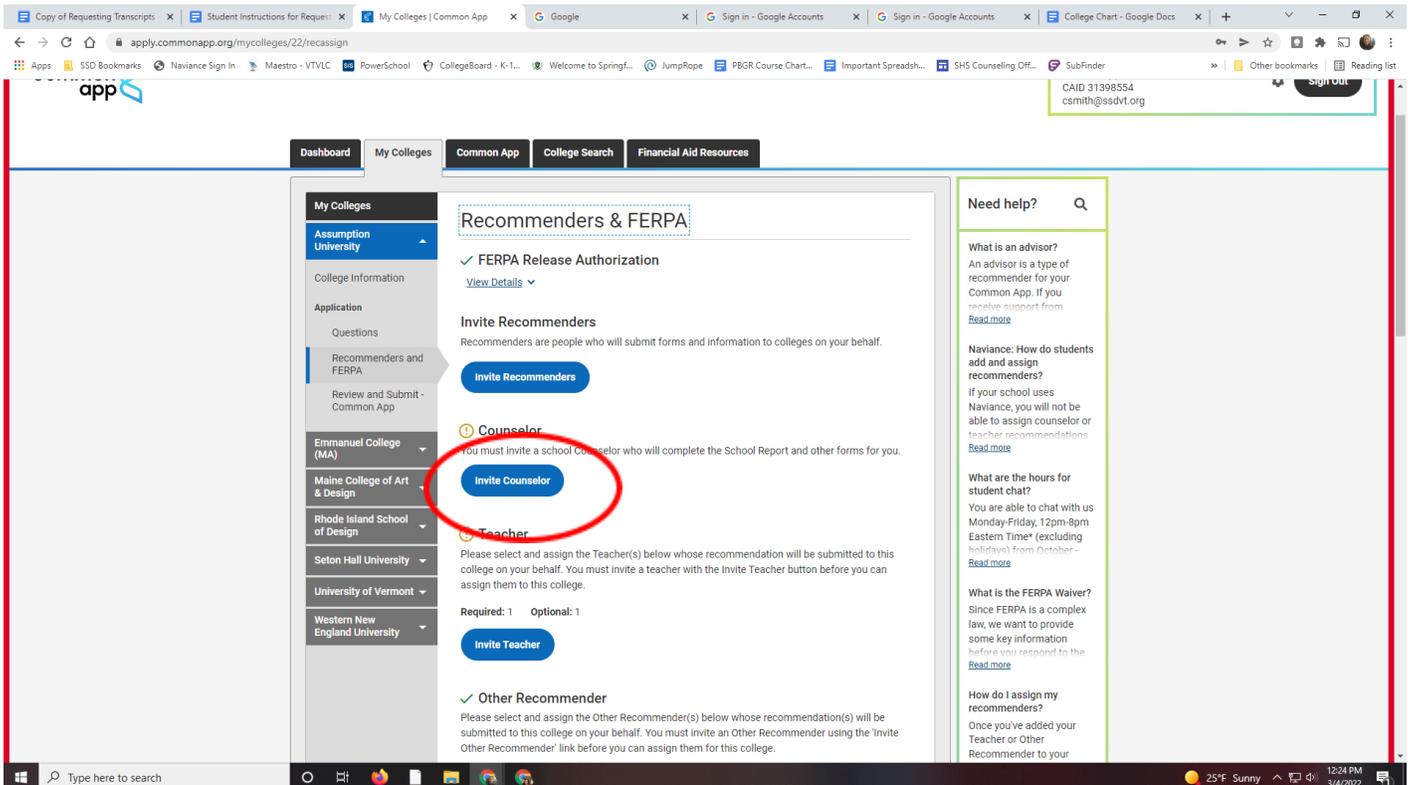


iii. Complete the FERPA Release Authorization



3. INVITE YOUR COUNSELOR

- Click on “Invite Counselor”, fill out the information requested to request a counselor recommendation and click “Invite”
- Please note, your counselor may ask you to complete an interview or a questionnaire prior to submitting a recommendation on your behalf. Please be sure to check with your counselor about their process for recommendations prior to submitting this request.
- Inviting your counselor also allows them to fill out required school forms and upload your grade reports/transcripts. **YOU MUST COMPLETE THIS STEP** in order to get these forms submitted to your colleges.



4. TO REQUEST A RECOMMENDATION FROM A TEACHER

- Click on “Invite Teacher”, fill out the information requested and click “Invite”
- If you would like to request another teacher, click on “Invite Another Teacher”, complete the information requested and click “Invite”

The screenshot shows the 'Recommendations & FERPA' page in the Common App interface. The page is divided into several sections:

- Top Navigation:** Dashboard, My Colleges, Common App, College Search, Financial Aid Resources.
- Left Sidebar:** My Colleges (Assumption University), College Information, Application (Questions, Recommenders and FERPA, Review and Submit - Common App), Emmanuel College (MA), Maine College of Art & Design, Rhode Island School of Design, Seton Hall University, University of Vermont, Western New England University.
- Main Content Area:**
 - FERPA Release Authorization:** Includes a 'View Details' link.
 - Invite Recommenders:** Recommenders are people who will submit forms and information to colleges on your behalf. Includes an 'Invite Recommenders' button.
 - Counselor:** You must invite a school Counselor who will complete the School Report and other forms for you. Includes an 'Invite Counselor' button.
 - Teacher:** Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the 'Invite Teacher' button before you can assign them to this college. Includes an 'Invite Teacher' button, which is circled in red. Below this button, it says 'Required: 1 Optional: 1'.
 - Other Recommender:** Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.
- Right Sidebar (Need help?):** Includes links for 'What is an advisor?', 'What are the hours for student chat?', 'What is the FERPA Waiver?', and 'How do I assign my recommenders?'.

IMPORTANT NOTES:

- Recommenders will receive an email and will then follow the instructions in the email to complete and upload your recommendation documents.
- Students should work directly with their recommenders to make sure everything is submitted properly and on time.
- If you are applying to a school that uses an application different from the common application, please follow the instructions for obtaining recommendation letters on the colleges admissions website.