## **Teacher Recommendations**

NOT ALL STUDENTS WILL NEED A TEACHER LETTER OF RECOMMENDATION.

**Rule of Thumb:** CommonApp colleges will require a letter, others <u>likely</u> will not. Best practice is to <u>only send a teacher letter of recommendation to colleges that specifically request one in the college application or on the admissions website.</u>

## In the case you need a letter:

- 1. Think of a teacher from JR year, in a subject related to your intended major those are the most effective letters.
- 2. Please be sure you have spoken, *in person*, with the teacher you would like to write a recommendation BEFORE you send a request through Naviance.
- 3. Giving the teacher a completed <u>Personal Reflection</u> may help them to write a more impactful letter. This is your choice!
- 4. Create, or update, your resume in Naviance so teacher(s) may have that to assist in writing a letter. It is nice to bring them a printed copy as well.
- 5. After requesting the letter in person, enter the request in Naviance (instructions HERE)
- 6. When requesting a recommendation in Naviance, allow them at least 3 weeks to submit the recommendation. Please plan ahead.
- 7. Write the teacher a nice thank you note for going beyond their normal duties to write you a letter.