

Teacher Recommendations

NOT ALL STUDENTS WILL NEED A TEACHER LETTER OF RECOMMENDATION.

Rule of Thumb: CommonApp colleges will require a letter, others likely will not.

Best practice is to only send a teacher letter of recommendation to colleges that specifically request one in the college application or on the admissions website.

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 [Personal Reflection](#) 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.