|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Colleges:** List the schools you need rec letters sent to | **Sending types:**List what kind of submission in the space below.- Stamp- Computer- Common Application | **Date:**List the date the letter needs to be sent by in the blank below. | **Common App Matching:** Check below once you have linked your common app in Naviance**.** Leave blank if N/A | **Common App Form:**Check below if it requires a common app form from teacher & counselor (common app schools will)Leave blank if n/a | **Stamp Schools:**I have provided an addressed and stamped envelope for all stamp schoolsLeave blank if n/a |
| 1  |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7.  |  |  |  |  |  |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendation Letter Request Form**Give this form to your teacher to communicate your rec letter needs.

Teacher/Counselor recommendations are either mailed or done in Naviance Family Connection. Not every school asks for a letter of recommendation. Very few schools require rec letters from counselors. Research your school before asking for a letter. You may also request someone from outside of school, but they will not be able to send electronically in Naviance.

Students should ask teachers/counselors in person or over email to write a recommendation letter before requesting that person to upload in Naviance. **Requests should be made at least 3 weeks in advance.**

Students should tell teachers/counselors which schools, specifically, they are requesting a letter of recommendation for, which schools teachers will submit electronically in Naviance, which schools teachers will mail the letters to, and, finally, which schools are using the common application. This can be done in the chart provided for you. Students should also provide teachers/ counselor with a resume.

Students will provide teachers/counselors an addressed/stamped envelope for their “stamp schools.”

If a student is using the common application, they should have already linked their common app account in Naviance. For common app schools, teachers will need to complete an additional common app evaluation form as well as a letter of recommendation. Make sure to communicate this.

**Recommendation Letter: Student Instructions**

**Submitting an upload request in for TEACHERS in Naviance: (You will not request counselors here)**• Under the College Tab, select “Colleges I am applying to”• Scroll down to Teacher Recommendations and click on “add/cancel requests”• Select a teacher and in the “Notes” add the name(s) of each college he/she is writing• Click on “update requests” at the bottom

**For counselors, you do not request in Naviance. They will upload after you visit or email them.**

**Stamp Schools** will require you to give your teacher/ counselor an addressed and stamped envelope.


**After requesting an upload in Naviance:**
Kindly remind the teacher when the due date is near.
Write a thank you note to the teacher even if you’re not accepted to the university
Let the teacher who wrote you a rec letter know where you are planning on attending.

Alaine Butz
5550 Dulles Ave
Sugar Land TX 77478

The office of Admissions
One Bear Place 97056
Waco, TX 76798-7056

**How to address an envelope:**

**How do I know which of my schools accept electronic documentation?

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