

FAMILY CONNECTION

REQUESTING LETTERS OF RECOMMENDATION

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Within the Colleges tab, select Letters of Recommendation

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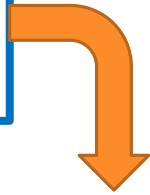
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Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Select Add Request to submit your requests, one teacher at a time or for all applications.



Showing 0 requests

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
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Your recommendation requests will show up here.

Add Request

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?*

Select A Teacher

Select the teacher from the drop-down list whom you have already requested a letter of recommendation from in person.

Cancel Submit Request

2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
- All current and future colleges I add to my *Colleges I'm Applying To* list

Determine whether you want the teacher to write a letter of recommendation for a specific college(s) on your list or for all current and future colleges you add to your list. It is a good idea to first select the "Choose specific..." button to see if any of your colleges limit the number of recommendation letters. You can then decide whether to choose "All current and future...".

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Text area for personal note

You can add a note to the teacher with special instructions, resume highlights or any other important information.

Don't forget to Submit the Request

3000 characters remaining

Cancel Submit Request

👍 Way to go! Goldie Greyhound will be notified of this recommendation request for 1 colleges. ✕

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 2 requests

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
All Applications ⓘ	See applications	Gary Greyhound	Requested -----	✕
University of Notre Dame 1 required/ 1 allowed/ 1 requested	Jan 01 2017	Goldie Greyhound	Requested -----	✕

Once you submit the request, you will be able to review the status for all Teacher Recommendation requests that have been made. (All applications or college specific).

Add Request

Submission of your Teacher Recommendation(s)

Your selected teacher(s) will:

- Upload the letter of recommendation
- Complete the Common Application Evaluation Form (Common App Schools only)
- Submit these documents to the colleges via Family Connection/Naviance.

Please Remember: A letter of recommendation is not required for all college applications. Please review your college's application requirements and ask your school counselor if you are unsure about the necessity of a Teacher Recommendation. You must first ask the teacher in person and provide them the Teacher Recommendation Questionnaire before submitting your electronic request in Family Connection. **Please be sure to give your teacher(s) at least 2 weeks notice prior to your requested deadline**