

# INITIAL REQUEST FOR TEACHER LETTER OF RECOMMENDATION

**MUST ALLOW 15 SCHOOL DAYS FOR YOUR LETTER TO BE PROCESSED  
PLEASE BE REMINDED YOU MUST CHECK NAVIANCE TO ENSURE SUBMISSION**

Date: \_\_\_\_\_

To: \_\_\_\_\_

From : \_\_\_\_\_ Email: \_\_\_\_\_

Re: Request for Letter of Recommendation

Thank you for agreeing to write a letter of recommendation on my behalf. This form will provide you with additional information to assist in writing my letter. Please let me know any additional information you might need.

Potential College Major:(if known)\_\_\_\_\_

Top colleges I am considering:\_\_\_\_\_

You were my teacher/coach for : \_\_\_\_\_ in grade \_\_\_\_\_

Earliest college application deadline \_\_\_\_\_

This is most helpful for you to know about me being a student in your class:

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Here are specific examples of what I did to contribute to class:

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Here is my favorite memory of your class:

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This is a project or assignment that I am most proud of:

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**Please turn over**

FERPA Waiver Statement: In accordance with the Family Education Rights and Privacy Act of 1974, I have indicated my intention regarding access to recommendations and related forms:

\_\_\_\_\_ ***I waive my right*** to access, and I understand that I will not see any recommendations or teacher/counselor report forms submitted on my behalf. These letters and forms are therefore to be considered confidential.

\_\_\_\_\_ ***I do not waive my right*** to access recommendations and related forms.

Thank you for your time and efforts.

Sincerely,

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **TEACHER INSTRUCTIONS TO UPLOAD LETTERS OF RECOMMENDATION INTO NAVIANCE**

***(AFTER YOU HAVE RECEIVED BLUE SHEET CONFIRMING THE STUDENT HAS APPLIED!)***

#### **To log into your Naviance Educator Portal:**

1. Go to [www.succeed.naviance.com](http://www.succeed.naviance.com) or drop down on [pobschools.org](http://pobschools.org)
2. Account: pob
3. Username: first initial last name or first\_last
4. Password—you picked it!! Or Click “I forgot password”

#### **To look up a student:**

1. Once logged in, click on Students on the top navigation bar.
2. Search fields will appear on the left. You can search by name, grad year, ID, etc.
3. Click on the name of the student whose profile you wish to see.

#### **To upload a college Letter of Recommendation:**

1. Click on eDocs at the top of the student’s profile page.
2. Click on the Prepare tab.
3. Click on the Add button to add a document to the Teacher Documents table.
4. Click Upload a File button.
5. Complete all required selections.
6. Click Choose File to locate the document to upload.
7. Click Upload File.
8. IMPORTANT: If the student indicated on their form that they submitted the Common Application, you must also do the Common App Teacher Evaluation Form (see #9).
9. Again click on Prepare, then Add under Teacher Documents, and Prepare a Form. Pull down on the menu to select Common App Teacher Eval Form.

#### **Final Steps:**

1. Click Send link under eDocs.
2. For each school, click on Full Details.
3. Click on box next to Letter of Recommendation.
4. Click Review and Submit at the end of page. This opens a new page where you review and submit the letter.
5. Click Submit. The letter has been sent.

**TEACHERS CANNOT SUBMIT LETTER UNTIL RECEIPT OF BLUE SHEET.**