

Requesting Teacher Recommendation Letters at ETHS

- **Teacher Recommendation Letters must be requested in person** from your teachers.
- If a teacher agrees to write a recommendation letter for you, **follow-up by adding the request** to the Teacher Recommendation section on the "Colleges I'm Applying To" page of your **Naviance Family Connection account**. You **must add a note** to the teacher reminding him/her of the specific college(s) for which she/he is submitting the recommendation letter and each college's respective deadline.
 1. Student navigates to the **Colleges** tab in Naviance Family Connection.
 2. Student clicks **Colleges I'm Applying To**.
 3. Student scrolls to the **Teacher Recommendation** section and clicks **Add/Cancel Requests**.
 4. Student **selects a Teacher** from the drop-down menu and **adds a note** to the teacher. The note section must list the specific college(s) for which the teacher is submitting the recommendation letter and each college's respective deadline. Student repeats the process for all teacher requests he or she wants to make in this session.
 5. Student clicks **Update Requests**.
- **Important Tip:** If you apply to one or more additional colleges after adding an initial teacher recommendation request, you *must add another teacher recommendation request in Naviance* – again including a note with name(s) of college(s) and respective deadline(s).
- If your recommender is not a current ETHS teacher, please provide the recommender with stamped envelope(s) addressed to your college(s) so that the recommender may mail their recommendation letter directly to the college(s).
- Allow your recommenders at least three weeks to write your letter. A thank-you note to your recommender(s) is always appreciated.