

## REQUESTING RECOMMENDATIONS FROM YOUR TEACHERS

Requesting that a teacher write you a letter of recommendation for college is also an online process you will complete through Family Connection. This is even true of Common Application Teacher Recommendation requests. Once you have had a face-to-face conversation with the teacher to request a recommendation, you will continue with the online request.

Under the “colleges” tab in Family Connection, under “colleges I am applying to”, click the “**add/cancel requests**” button under Teacher Recommendations.

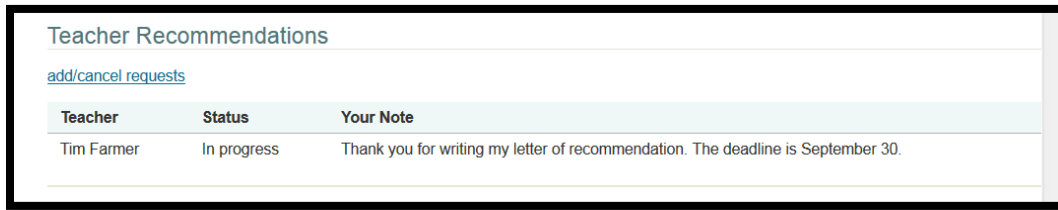
The screenshot shows a web interface with a table of colleges and a section for teacher recommendations. The table has columns for College, Type, Applying via Common App?, Submissions, Expected Difficulty\*, Deadline†, Transcript, Office Status, My App., Results, Edit, and Manage Communication. Two rows are visible, both for 'Albion Coll' with 'RD' type and 'Unknown' status. Below the table is a section titled 'College that I am attending' with a dropdown menu set to '(no college selected)' and an 'Update' button. Below that is a section titled 'Teacher Recommendations' with a link for 'add/cancel requests' and the text 'No teachers currently listed.'

Now select the teacher(s) you would like to ask to write a letter of recommendation. Remember this is the online request. **You should have spoken with your teacher(s) in advance and received a positive response from them BEFORE you submit the online request.** Please ask no more than two (2) teachers unless you have special circumstances or the college specifically asks for them.

Once you have completed the request, click on the “**update requests**” button. You should also include a reminder in the “personal note to teacher” box on the right. This sends your teacher an email letting him/her know that you have formally asked them. This is a good place to let them know when you plan to submit your application. **You should give them at least three (3) weeks in advance of any deadlines and follow-up with a thank you note for their efforts on your behalf.**

The screenshot shows the 'request teachers to prepare recommendations' section. It has a title 'request teachers to prepare recommendations' and a sub-section 'Cancel Current Requests'. Below this is a table with columns 'Teacher', 'Status', and 'Cancel'. One row is visible for 'Tim Farmer' with 'In progress' status and a 'cancel request' button. Below the table is a section titled 'Add New Requests' with a 'Teacher' dropdown menu set to 'Matt Harold' and a 'Personal note to teacher (optional)' text area.

When the teacher(s) complete the recommendation, you will be able to see they are complete. You are responsible for giving your teacher(s) adequate lead time and for following up with them.



The screenshot shows a web interface titled "Teacher Recommendations". Below the title is a link "add/cancel requests". A table with three columns: "Teacher", "Status", and "Your Note" is displayed. The table contains one row with the following data:

Teacher	Status	Your Note
Tim Farmer	In progress	Thank you for writing my letter of recommendation. The deadline is September 30.

The best of luck to you in your college application process. It is our hope that you find a school that is the best fit for you. If you have any questions regarding the Family Connection online transcript and teacher recommendation request process, please contact your counselor.