Recommendation Help Sheet 2021

Recommendations

* Get organized!
* Where are you applying? What application do they use? How many recommendations are required?
* Are you using common app, the coalition app or the school’s own application?
* Ask your teacher in person!
* Give teachers a minimum of 2 weeks to write your recommendation.
* Add teacher on Naviance (see tutorial video on THS school counseling website).
* Provide Teacher with a teacher recommendation sheet and your resume. Be sure to be clear about when the recommendation is needed. For ex. If your earliest deadline is November 1, you should ask for the recommendation to be completed by October 15 so that it is available for your counselor to send with your materials.
* Please note that some schools have a limit to how many recommendations they will accept. If you have particular teacher recs that you want sent to particular schools, make sure to check this when you request them on Naviance.
* Make sure to THANK each teacher who has written a recommendation for you.