

WILSON HIGH SCHOOL
1151 SW Vermont, Portland, OR 97219
Phone: 503-916-5280
Fax: 503-916-2705

REQUEST FOR TEACHER LETTER OF RECOMMENDATION

Dear _____
(teacher's name)

I am applying to a college (or for a scholarship) that requires a letter of recommendation from a teacher. I would appreciate it if you would be willing to write this letter on my behalf. I have attached a copy of my resume which may provide you with some additional information. I understand that the letter you write will be kept confidential.

Sincerely,

(student's signature)

Date needed by (allow 2 weeks):

Student name (print): _____

My counselor: _____

Student email: _____

TEACHER INSTRUCTIONS FOR UPLOADING LETTER INTO NAVIANCE

Go to: <https://succeed.naviance.com/signin.php>

Log in using Account: wilsonor, your user name, and your password

Click the “**Students**” link at the top

Find the student that you need and click on their name

Click the “**edocs**” (yellow) tab

In the blue hyperlinks below the yellow tabs, click “**Prepare**” tab

Go down to where you see “**Teacher Docs**” and click the **+Add button**

Choose “**Upload a File**” to load your teacher recommendation. Keep the default on “**All Applications.**”

Choose “**Letter of Recommendation**” for Type.

Then, go back to the PREPARE tab and choose “**Prepare a Form.**” Choose Type “**Common App Teacher Eval**”. Click on “**Prepare Form**” (blue tab.)

Complete this form and click the Save tab at the bottom.

IMPORTANT!! While you are answering this form be sure to click YES to the RATINGS question. This will then open up the charts you are used to seeing where you can give really valuable input about the student.

Then go to the **SEND** tab (next to the Prepare tab on the first page). The boxes at the top need to be GREEN, say “Common App - **MATCHED**” and “**CA FERPA WAIVED.**” If these boxes are red, you will not be able to send and should email the student's counselor. If the boxes are green – then click on **SEND DOCUMENTS.**

This will show YOUR letter and Teacher Eval in the list under each school. Click on the boxes for your documents under each school and then click the **REVIEW** and **SUBMIT** tab at the bottom of the page.