



Teacher Information Sheet for Letter of Recommendation

STUDENTS

1. Find out if you need letters. Ask only if you need letters since not all schools require them. UW, Western (and Central/ Eastern/ SCC) do not, though many other schools do. To find out if your schools need letters:
 - check the schools' websites under Application Requirements, or
 - look in your Naviance list for Common App schools  (they do require letters), or
 - if your senior year has begun, jump to 4 & 5 in this list to check in Naviance, but *do not* select teachers just yet.
2. Ask teachers in person if they will write you a letter of recommendation. Give your teachers as much lead time as possible, preferably months or weeks.
3. After your teachers say yes—say thank you!—ask if they want supporting materials. If they do, complete the questions on the other side of this form.

*Do #s 4 and 5 **only after your senior year has begun.** The Naviance Letters of Recommendation tool will not be available until then.*

4. Formalize the requests in Naviance *only after your senior year has begun.*
 - a. If you do not have colleges in your *applying to* list, put the colleges there right away. You must complete this step.
 - b. Go to the *Colleges* tab and select the *Letters of Recommendation* link.
 - c. If prompted, match with your Common App and complete the FERPA waiver (say yes).
5. In the *Letters of Recommendation* tool, you will see that Naviance knows if and how many letters each college needs. It is easiest to select a teacher for “all of your applications.” Your selecting a teacher will ‘ping’ the teachers with your request and create the portal for them to upload their letter for you.

Note: You will not be able to see the letters that teachers write for you.

Saying yes to the FERPA waiver means that you trust the teachers and will allow Shorewood, Naviance, and the Common App to handle materials, including letters, and send them to schools on your behalf. Waiving your right to see the letters (the FERPA waiver) is considered the standard and shows your integrity.

TEACHERS

Student requests in Naviance create the portal for you to upload letters into the system. Shorewood Teachers are Naviance School Users. If teachers are new or not in the system, they can contact Marianne Stephens marianne.stephens@shorelineschools.org. Directions for uploading will be publicized in the fall during application season. Thank you for doing this extra task to help our seniors!

SHOREWOOD LETTER OF RECOMMENDATION BRAG SHEET

Students, **type the answers** to these questions and email them to your teachers.

Student name:

Preferred pronouns:

Email address:

Phone:

GPA:

SAT/ ACT score:

Purpose of letter: [most often college application or scholarship application]

Date(s) the letter is needed:

1. What is your intended college major and career? Do you have any particular long-range goals? Have any classes or outside events influenced these interests and goals?
2. List some of the colleges to which you plan to apply. *Students, only ask for letters if you are sure that your application list includes colleges that require letters. Do not ask teachers to go through the work "just in case."*
3. What do you hope to get out of your college experience?
4. What are some of your personal strengths and weaknesses?
5. What are some of your academic strengths and weaknesses?
6. What do you think you have demonstrated in my class(es) that I should praise or recognize? Consider your contributions during critiques, class discussions, presentations, and work-days. How have your contributions made the class community better?
7. How have you demonstrated independence, initiative, responsibility, and maturity in my class?
8. Was anything in my class particularly challenging? Eye-opening? How did that impact you?
9. What was your favorite project/ unit/ topic that we discussed in class?
10. Is there anything specific you would like me to address in my letter about you?
11. List any academic honors, challenging classes, extracurricular activities, volunteer service, work experience, outside interests, or other scores (AP, SAT Subject Tests).
12. What, if any, particular challenges have you overcome?



SHOREWOOD HIGH SCHOOL COLLEGE & CAREER CENTER