

# TEACHER LETTER OF RECOMMENDATION REQUEST

## For College Applications

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

- My teacher has agreed to write a letter of recommendation for me.
- I have completed my Brag Sheet and Resume in Naviance.
- I have submitted my application to the following university(ies) and would like my letter of recommendation sent ***automatically***.
- I have ***not*** submitted my application to the following university(ies). Please ***hold*** my letter of recommendation until I request it to be sent.

College/University	Type of Application (Apply Texas, Common App, etc.)	Type of Letter (Upload into Naviance, Paper Letter, etc.)	Additional Forms to be Completed/Notes	DUE DATE
	Apply Texas Common App Other _____	Upload into Naviance Paper Letter Other _____	Common App Teacher Evaluation Other _____	
	Apply Texas Common App Other _____	Upload into Naviance Paper Letter Other _____	Common App Teacher Evaluation Other _____	
	Apply Texas Common App Other _____	Upload into Naviance Paper Letter Other _____	Common App Teacher Evaluation Other _____	
	Apply Texas Common App Other _____	Upload into Naviance Paper Letter Other _____	Common App Teacher Evaluation Other _____	
	Apply Texas Common App Other _____	Upload into Naviance Paper Letter Other _____	Common App Teacher Evaluation Other _____	

*The College and Career Center will notify you when your letter of recommendation has been completed by your teacher.*

**Teacher Information:**

Thank you for writing this student’s letter of recommendation. The enclosed document includes information on how to upload your letter into Naviance or complete any additional forms in Naviance. If you have any questions, please contact Jo Hawk (jlhawk@conroeisd.net or 25424) or Martha Houston (mhouston@conroeisd.net or 25536).

Please return this folder to the College and Career Center by the due date listed above.

It is okay to share this letter of recommendation directly with the student. \_\_\_\_\_