

The Common Application

Letters of Recommendation/Recommenders

***SEE FOLLOWING PAGE FOR DETAILED INSTRUCTIONS FOR RECOMMENDERS**

My Colleges

- California Lutheran University
- Georgia Institute of Technology
- Swarthmore College
- University of Pennsylvania
- University of Southern California

Application

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

Recommenders & FERPA

✓ FERPA Release Authorization
[View Details](#)

Invite Recommenders Use Naviance to invite your AOC teachers.
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[Invite Recommenders](#) [Manage Recommenders](#)

✓ Counselor
Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

Download PDF Forms

- School Report
- Counselor Recommendation
- Optional Counselor Report
- Final Report

THIS IS NOT for Cabbage

The **Secondary School Report** includes your AOC transcript and counselor evaluation documents. Do **NOT count** the counselor report as one of your required or optional recommendations

✓ Teacher
Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download the Teacher Evaluation PDF Form that can be completed on paper and mailed to each institution to which you apply.

Required: 1 Optional: 2

Download PDF Forms

- Teacher Evaluation

Use for non-AOC teachers: **COC** and other high school **TEACHER** recommenders

This shows how many teacher recommendations are required and if they allow more. This total includes AOC, COC and previous school **TEACHERS**.

✓ Other Recommender
Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Other

Required: 0 Optional: 2

[Invite Other Recommender](#)

The Common Application

DETAILED INSTRUCTIONS for RECOMMENDERS

Recommenders are most often TEACHERS but can be people in other roles like a pastor, coach, music instructor, organizational leader, club advisor, etc. Since some of your AOC teachers might also have one of these other roles, like a club or organization advisor, it can be confusing for everyone when requesting letters of recommendation.

SAMPLE SITUATION: You are applying to a school using **CommonApp**. This school allows up to 5 recommendations. 2 of the 5 are required and must be TEACHER or ACADEMIC recommendations.

First, determine the **ROLE** of each recommender.

- **TEACHERS** are your academic/classroom recommenders which include AOC teachers and COC instructors.
- OTHER recommenders are coaches, music teachers, clergy, club advisors, etc.

In the above situation, you plan to have 1 AOC teacher and 1 COC instructor do the 2 required TEACHER recommendations. You want your private piano teacher to send 1 OTHER recommendation. You want your AOC ASB director to send 1 OTHER recommendation. You will have a total of 4 recommendations submitted.

In this situation, only 1 of your recommenders CAN use NAVIANCE—the AOC TEACHER. For this recommender, follow the Naviance Recommendation Request Process.

**COC Instructors and other TYPES of Recommenders can NOT USE NAVIANCE.
Use the following instructions for these recommenders:**

In **CommonApp**, you MANAGE your recommenders by INSTITUTION. Click on My Colleges tab, click on the name of the institution in left menu, click on “Recommenders and FERPA” to get to the recommenders for that school.

A) TEACHER/ACADEMIC Recommenders

1. Under “Counselor” and “Teacher,” you will see a message that your school is using Naviance and to follow that procedure. This is for AOC TEACHER recommendations and AOC Counselor documents only.
2. The **COC instructor must do a Teacher Evaluation pdf to be counted as a TEACHER recommendation.** **In this situation, you want the COC instructor’s recommendation **to count** as one of the two required **teacher recommendations**. The **Teacher Evaluation pdf** will be counted as a teacher recommendation once the school receives it. It will not show up in CommonApp since it is going directly to the school.
 - a) **YOU have to provide the COC instructor with Teacher Evaluation pdf for EACH SCHOOL.**
 - a. Click on the Teacher Evaluation pdf to download a document specific to YOU.
 - b. Print a document for EACH school.

✓ Teacher

Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download the Teacher Evaluation PDF Form that can be completed on paper and mailed to each institution to which you apply.

Required: 1 Optional: 2

Download PDF Forms

- [Teacher Evaluation](#)

The Common Application

SAMPLE OFFLINE [Teacher Evaluation](#) form



Cabbage, Justine
 FY 05/01/2001 CEEB: 053262 CAID: 16489684
 FERPA: Waived

This is YOUR information from YOUR application.

Teacher Evaluation

Contacts

Official Name / Title _____

Email / Phone _____

School / CEEB _____

Address _____

Evaluation

In what subject did you teach this student? _____

How long have you known the student, and in what capacity? _____

What are the first words that come to mind when you think of this student? _____

In which grade level(s) was this student enrolled when you taught him/her? [] 9 [] 10 [] 11 [] 12

Other _____

List the course(s) in which you have taught this student, including the level of course difficulty (AP, IB, accelerated, honors, elective, 1st semester, 2nd semester, etc.) _____

Comments

Please attach additional comments that address what you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student from others. (Feel free to attach another reference you may have already prepared on behalf of this student.)

Ratings

No Basis		Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 15%)	Outstanding (top 5%)	Top Few
	Academic Achievement							
	Intellectual Promise							
	Quality of Writing							
	Creative Thought							
	Productive Discussion							
	Faculty Respect							
	Disciplined Habits							
	Maturity							
	Motivation							
	Leadership							
	Integrity							
	Reaction to Setbacks							
	Concern for Others							
	Self-confidence							
	Initiative							
	OVERALL							

Signature

Please mail this form and accompanying documents directly to each college/university admission office. Do not mail this form to The Common Application offices.

For **Teacher Evaluation pdf**, **YOU** have to provide the recommender with a **mailing envelope**. (each pdf gets 1 envelope)

The envelope should have a **stamp** and the **institution's address already on it before you** give it to the recommender.

You have to make sure the address on the envelope is the proper admission's office address.

The COC instructor will mail the recommendation to **EACH** school using the forms and envelopes you provide.

PUT a post-it note on EACH form with the **MAIL BY date** which should be **10 days BEFORE** your deadline.

The Common Application

B. For OTHER TYPES of RECOMMENDERS, like the piano teacher, club advisor, coach, pastor, etc., you have to INVITE Recommenders for EACH school. OTHER Recommenders will be able to use the CommonApp's website to digitally submit their documents.

1) On the "Recommenders and FERPA page," scroll to Other Recommender and select Invite Other Recommender

Required: 1 Optional: 2

Download PDF Form

Teacher Evaluat

✓ Other Recor

Please select and assign the Other Recommender(s) below whose recommendation will be submitted to this college on your behalf. You must invite an Other Recor Other Recommender link before you can assign them for this college.

Recommender type

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Other

Required: 0 Optional: 2

Invite Other Rec

Advisor

An advisor can be assigned to up to 3 advisors using the Common App website. This will give you personalized information.

Invite Advisor

Cancel Invite

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation will be submitted to this college on your behalf. You must invite an Other Recor Other Recommender link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Other

Required: 0 Optional: 2

Joe Piano

Assign

Invite Other Recommender

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation will be submitted to this college on your behalf. You must invite an Other Recor Other Recommender link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Other

Required: 0 Optional: 2

Joe Piano

Arts Teacher

Assigned on 10/25/2019

Recommendation

Invite Another Recommender

2) You will need **email addresses** for your OTHER recommenders.

3) AOC teachers in the ROLE of OTHER RECOMMENDER can **NOT—NOT—NOT** use an @hartdistrict.org email address. For OTHER RECOMMENDER ROLE, **they have to give you a non-Hart district email address.**

4) All the other recommenders you invite **show up in a drop down menu**. Select the recommender in the drop down and click **ASSIGN**.

5) **Once you assign a recommender**, they will receive an email with instructions on how to complete the recommendation.

6) Remember to **ASSIGN** recommenders for EACH school by clicking on the school in the left menu bar.