

# College Application Letter of Recommendation Procedure

**\*\*AOC Teachers and Staff Only\*\***

**Many colleges and universities require recommendation letters as part of the application.**

The UC/CSU systems do NOT require recommendations in the application. Some school may ask for letters after you've applied. These requests may appear in your application portal or you may receive an email.

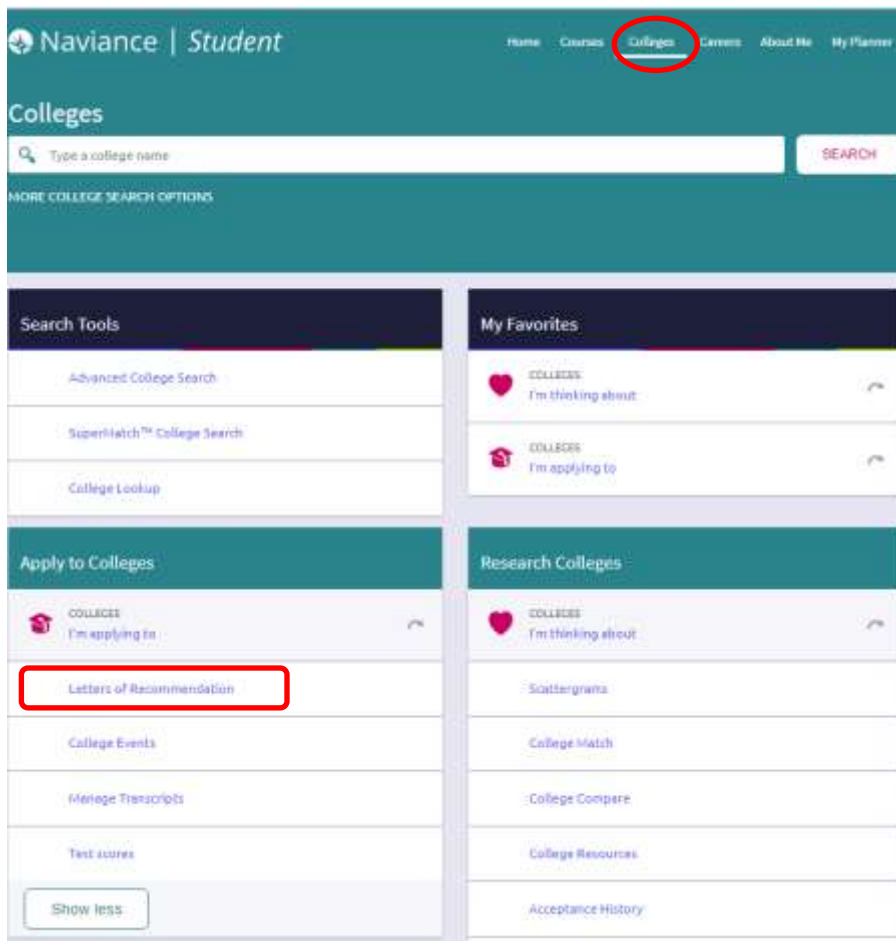
**DEADLINE TO COMPLETE ALL THESE STEPS: SEPTEMBER 20th or risk not having a recommendation.**

**If you have an October or November 1<sup>st</sup> deadline, do this ASAP!!!!**

**FIRST--VERBALLY--in person--ask the teacher if they will write a letter of recommendation for you. They may give you additional instructions for their personal process. Be prepared to do what they ask.** Letters are submitted confidentially and recommenders are not expected to give you a copy of the letter. If the recommender is comfortable providing you with the letter, they will give it to you. Don't ask for one.

## Do the FOLLOWING IN NAVIANCE

1. **Update** your **RESUME**: click on About Me, click My Stuff, and select Resume
2. **Complete** the Letter of Rec **Questionnaire**: click on About Me, click on My Surveys
3. **Add** Teacher Recommendation **request(s)**
  1. Click on Colleges Tab
  2. Click on Letters of Recommendation

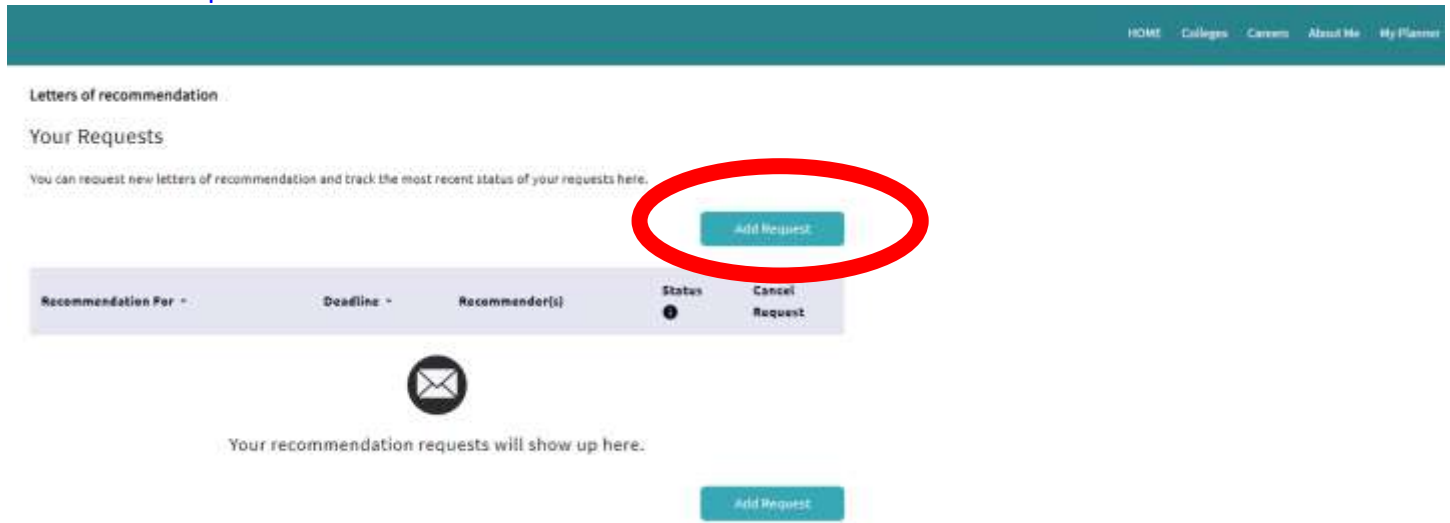


**\*\*You will be redirected to the Letters of Recommendation page\*\***

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## 4. Click [Add Request](#)



## 5. Select your AOC Recommender. You will do this for **EACH** recommender.



### 1. Who would you like to write this recommendation?\*

- Select A Teacher
- Select A Teacher
- Ayres, Jessica
- Bisacchi, Constance
- ~~Cobbage, Justine~~
- ~~Edmonson, Jillian~~
- Engerran, Michele
- Funk, Dustin
- Garvar, Sharon
- Getz, Pete
- Koegle, Mike
- Labus, Doug
- Malkowski, Jerry
- Rubay, Victoria
- Shapiro, Wayne
- Siner, Michele
- Walker, Robert
- Wilhelm, Jason

**Don't select your counselors. They do other forms which include a written evaluation.**

### 2. This is for:\*

plying To list

	Due ^
ity requested	Nov 01 2019
University, Pomona requested	Nov 30 2019
California State University-Northridge	Nov 30 2018

-- required / -- allowed / 0 requested


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6. Select the college(s) the request(s) is for:

**You MUST select the SPECIFIC COLLEGE(S) for EACH recommender.**

Do **NOT** use the ALL current/future option.

- All current and future colleges I add to my *Colleges I'm Applying To* list 
  - \*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input checked="" type="checkbox"/>	California Lutheran University 1 required / 3 allowed / 0 requested	Nov 01 2019
<input type="checkbox"/>	California State Polytechnic University, Pomona -- required / -- allowed / 0 requested	Nov 30 2019
<input type="checkbox"/>	California State University-Northridge -- required / -- allowed / 0 requested	Nov 30 2018
<input type="checkbox"/>	Georgia Institute of Technology-Main Campus -- required / 1 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	Rutgers University-New Brunswick -- required / -- allowed / 0 requested	Nov 01 2019
<input type="checkbox"/>	San Diego State University -- required / -- allowed / 0 requested	Nov 30 2019
<input checked="" type="checkbox"/>	Swarthmore College 2 required / 4 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	University of California-Davis -- required / -- allowed / 0 requested	Nov 30 2019
<input type="checkbox"/>	University of California-Los Angeles -- required / -- allowed / 0 requested	Nov 30 2018
<input type="checkbox"/>	University of California-Riverside -- required / -- allowed / 0 requested	Nov 30 2019
<input checked="" type="checkbox"/>	University of Pennsylvania 2 required / 2 allowed / 0 requested	Jan 05 2020

**Add a note when you add a recommender or school. Keep these notes in a doc and copy/paste for each note.\*\***

1. What class(es) of this teacher were you in?
2. Identify and explain a memorable moment, lesson, assignment, or project.
3. Were you in a club or organization with this teacher?

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7. Once you SUBMIT, you will see a green verification message of the request. The TEACHER WILL be sent an EMAIL notifying them of the request.

Way to go! Jerry Malkowski will be notified of this recommendation request for 3 colleges.

### Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
California Lutheran University 1 required/ 3 allowed/ 1 requested	Nov 01 2019	Jerry Malkowski	Requested	✕
Swarthmore College 2 required/ 4 allowed/ 1 requested	Jan 01 2020	Jerry Malkowski	Requested	✕
University of Pennsylvania 2 required/ 2 allowed/ 1 requested	Jan 05 2020	Jerry Malkowski	Requested	✕

Add Request

Add Request

8. You can **TRACK** the status of your requests from this page. Once the recommendation has been sent, it will update in the **STATUS** column.

9. You can cancel a request **BEFORE a teacher has changed the status to "In Progress."** Click on the X under in "Cancel Request" column. You will see a verification of the cancelation AND the word "Cancelled" will appear in Status column. The teacher will receive an email notification of the cancellation BUT TELL THE TEACHER!

10. If the teacher has marked it "In Progress" and you want to cancel the request, **CONTACT THE TEACHER** and ask them to cancel the request.

11. If the teacher has sent material and you decide NOT to apply to that school, the request will stay in your list since it shows what occurred. If a school or application receives teacher materials but NOT your complete application, they will discard the teacher materials.