

WALPOLE HIGH SCHOOL
TEACHER EVALUATION (LETTER OF RECOMMENDATION)
Request Form

TO THE STUDENT: Fill in the information below and give this form to the academic teacher you have asked to write your letter of recommendation. If the recommendation *cannot* be submitted electronically, please provide your teacher with a stamped and addressed envelope.

Student name: _____
Last First Middle (complete)

Note class(es) you have taken with this teacher (Include level and class year taken): _____

Note the current or final grade you received in the class(es) you had with this teacher: _____

Describe an academic achievement in this class: _____

Did you work to your fullest potential in this class? Why or why not? _____

What assignment/s were you particularly proud of and/or held the most significance for you in this class? _____

What academic strengths did you demonstrate in this particular class? _____

List your top college choices at this time: _____

Note your anticipated major course of study in college (if known): _____

Do you plan on applying early action or early decision? Yes _____ No _____

TO THE TEACHER: We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student's file. In accordance with the Family Educational Rights and Privacy Act of 1974, students do have access to their permanent files, which may include forms such as this one. Again, your comments are important to us and we thank you for your cooperation.

NOTE to Teacher:

Please see reverse side for instructions on how to submit your recommendation electronically.

Submitting Teacher Recommendations via Naviance

<https://succeed.naviance.com>

Locating Students

1. Click on the quick link to the left, "Teacher Recommendations"
 - a. If the student has added you to his/her recommender list in Naviance, the student will appear and you can click "prepare forms" to get to the next step
 - b. If not, click on the Naviance logo to return to the home screen where you can enter the student's last name into the "Find Students" to search for the student
 - i. Select the student by clicking on the student's name in the alphabetical list that appears, or by entering the student's name in the Lookup field on the left hand side of the page.
 - ii. If you find a student in this manner, you must select the "eDocs" tab to continue

Preparing & Uploading Documents

1. On the next screen, click on "Prepare"
2. Then click on "Add" next to Teacher Documents
3. You will see two choices: "Upload a File" and "Complete a Form". You must do BOTH in order for your recommendation to be sent to colleges. First, click on "Upload a File"
4. On the next screen, first indicate which schools your recommendation should be sent to. The default is "All Schools", and in most cases this will be correct. Only select a specific school or schools if this is what you have agreed to with the student or you have written a recommendation specific to a particular college. Please be careful! It doesn't help a student with their application to Harvard if you say in your recommendation that Yale would be perfect for him/her.
5. Then select "Letter of Recommendation"
6. Browse through your computer to find the file, then upload
7. Once uploading is complete, you will see the message change to indicate that this has happened. Then, click on "Add" once again, to get to the screen where you can select "Complete a Form".
8. Click on "Complete a Form" and then select "Common App Teacher Evaluation"
9. Optional: When you get to "Ratings", please select "Yes" to "Do you complete applicants' academic ratings?" to display the radio buttons for your responses
10. Once you save the form, you will return to this screen, where you can see both documents displayed and you can select "send" to submit your recommendation to colleges

Sending Documents

1. When you click on "send", you will be taken to the screen where the student's application list will display.
2. Anything in red is an indication that the student has not yet done what is necessary to enable you to send out recommendations.
3. If everything is in order, click on the blue "Full Details". This will expand the information for each school.
4. Select the checkbox next to the Common App Teacher Eval/Letter of Recommendation.
5. Repeat steps 3 & 4 for each college to which the student is applying.
6. Next click on "Review and Submit". (If the student has not yet done his/her part, the check boxes will not allow you to select a school or go beyond this point.)
7. Once you have selected the schools and clicked on "Review and Submit", you will be taken to another screen that will allow you to send your recommendation out.

Please see a counselor if you have any questions.