



## *Instructions for Requesting a Teacher Recommendation*

- 1) Fill out a teacher recommendation request letter available on SJCP's website on the College Corner
- 2) Staple the request letter onto the front of either a pocket folder or 9" X 12" manila envelope
- 3) Inside the folder or manila envelope place:
  - a) A copy of your resume
  - b) Additional information you feel would be helpful (i.e. copies, of parent information form, student information form, copies of accomplishments)
- 4) Politely ask your teacher if he or she would be willing to write a college recommendation for you. If they are willing, give them the folder or envelope.
- 5) Go to your Naviance Account and add your teacher to your recommendation list and don't forget to thank them!

**\*\*\*TEACHERS MUST HAVE YOUR REQUEST AT LEAST 2 WEEKS PRIOR TO THE APPLICATION DEADLINE\*\*\***

