



Instructions for Requesting a Teacher Recommendation

- Politely ask your teacher (in-person) if he or she would be willing to write a college recommendation for you.
- Fill out a teacher recommendation request letter available on SJCP's website under the Student Support tab/College and Career Counseling/Important Forms.
- Save completed request letter as a pdf.
- Email your teacher the completed request letter and your resume.
- Go to the **My Colleges** page in Scoir
- Click the **Application Documents** button to open the **Application Documents** window and then click the **Request a Recommendation** button.
- Search for the teacher at your high school you are requesting to provide a recommendation by typing their last name in the 'Teacher' box.
- If the person you are requesting to write a recommendation for you is not in your high school as staff, he/she will not show up as an option and you will need to contact your counselor. The recommender will need to send your recommendation to your counselor and/or Mrs. Seymour for them to upload to Scoir.
- Specify whether you'd like the recommendation to be for a specific college. If you do want the recommendation request to be college specific, select the college to which you would like the recommendation to be sent.
- Compose the request by editing the Subject and the Message. Once you're finished, click **Send**.

****TEACHERS MUST HAVE YOUR REQUEST & RESUME AT LEAST 2 WEEKS PRIOR TO THE APPLICATION DEADLINE and THEY DO HAVE THE RIGHT TO DENY YOUR REQUEST IF RECEIVED LESS THAN 2 WEEKS PRIOR TO DEADLINE****