BALLSTON SPA HIGH SCHOOL
REQUEST FOR TEACHER LETTER OF RECOMMENDATION

Due 3 Weeks Prior to Your First College Application Deadline

Student Name _____   Date _____

Student Email _____

TEACHERS: Only send letters to the colleges the student has listed below

College/University	Deadline	(Check one) Electronic	Mail**

** Any teacher evaluation forms that need to be mailed to the college are attached. A student must also provide a stamped, addressed envelope for all documents that need to be sent via mail.

NAVIANCE instructions for teachers are on the back

Teacher Responsibilities

When a student requests a teacher recommendation, Use Naviance to:

1. Upload a teacher recommendation
2. Prepare the Common App Teacher Evaluation form (only for Common App destinations)
3. Submit the documents to the College(s)

Upload a Letter of Recommendation for a Specific College

1. Click **Manage and complete your college recommendations.**
2. If the student has included a note, click the **View** link under Note column. *(If no note is present the column has N/A.)*
3. Click **Upload File** under Action column next to specific college request.
4. From the eDocs Prepare tab, click the **Upload** button next to the request you wish to handle.
Note: The Application and Type fields are pre-populated for specific college request.
5. Choose Application from the drop-down menu.
6. Click **Browse** button to locate your letter of recommendation to upload.
7. Click **Upload File.**

Upload a Letter of Recommendation for All Applications

To upload a letter of recommendation using the Teacher's Desk for all applications:

1. Click **Manage and complete your college recommendations.**
2. If the student has included a note, click the **View** link under Note column. *(If no note is present the column has N/A.)*
3. Click **Upload File** under Action column.
4. From the eDocs Prepare tab, click the **Add** button.
5. Click **Upload File** in the pop-up box.
6. Choose All Application and Letter of Recommendation from the drop-down menus.
7. Click **Browse** button to locate your letter of recommendation to upload.
8. Click **Upload File.**

Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation form needs to accompany the letter of recommendation.

To prepare a Common App Teacher Evaluation for a student, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add to the Teacher Document table.
5. Click the **Prepare a Form** button.
6. Select the form type Common App Teacher Evaluation from the drop-down list.
7. Click P**repare Form**.
8. Complete the form, then click **Save**.

Submit Documents to the College(s)

If you have the permission to submit documents to colleges via eDocs, you can submit the documents from the eDocs tab in the student folder.

Note: T*o be able to submit teacher documents to Common App destinations using eDocs, the Common App Teacher Evaluation form and the accompanying letter of recommendation must be authored by the same user.*

To submit teacher documents via eDocs:

1. Open the student folders whose material you are sending.
2. Click the **eDocs** tab.
3. Navigate to the **Send** section.
4. Select the documents you would like to submit based on the college(s) on the student's list.
5. Click **Review and Confirm**.
6. Click **Submit**.

Managing Teacher Documents

After preparing documents, they will appear in the Teacher Documents section in the table. If you need to view, replace, or delete a document, click the corresponding link in the Actions column of the table.

 If you need assistance or additional information, please contact the Guidance Office.