



### Recommendation Procedures for Students:

Please limit the number of recommenders to a total of 3 (one of which is your counselor) and use the same teachers for ALL requests. Do not ask 10 different teachers to write your recommendation! Speak to your chosen teachers **absolutely no less than 2-3 weeks** prior to your **first** application deadline

1. Choose the teachers you will ask early in the year.
2. Give their names to your counselor when you submit your transcript request so we can open your Naviance recommendation page to them.
3. Fill out the form letter (see back page) for each teacher from whom you are requesting a recommendation.
4. Give the teachers the form letter and be prepared to answer any questions they may have. Let them know your Brag Sheet Survey is available on Naviance.
5. Give a very BIG thank you!

### Recommendation Procedures for Teachers:

Thank you for agreeing to write a recommendation for one of our graduating seniors. As soon as a student gives us your name as a recommender for a particular college the counselor will give you access to the recommender portion of that student's Naviance account. You will see that student's requests by each individual college with deadlines. When you receive this pink Request for Recommendation form from a student you should:

1. Log in to Naviance. Please contact Mrs. Mendiola if you don't know our account name, your log-in name, or if you need your password reset.
2. Click on "Manage and complete recommendations" to see a list of students who have requested recommendations.
3. Write a letter that could be used for either a college or scholarship application using Microsoft Word (suggested beginning: I am happy to write a letter in support of "student's" application).
4. Cut and paste the body of your letter into the BMHS letterhead you received from Mrs. Mendiola when your Naviance account was created.
5. Navigate to the students' edocs page and upload your letter under the Teacher Recommendation section **at least 2 weeks prior to the due date so we can send it on time.**
6. Sign and return this pink recommendation request form to Mrs. Mendiola when you have successfully uploaded your letter.
7. Students can now see the status of their recommendation requests in Naviance (requested, in progress, completed) and they will be touching base with you to track their recommendations.

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