

# Requesting Common App Teacher Evaluations (Letters of Recommendation) \*\*\* must be logged into Schoolinks to access links in document

- In this article, we will show you how to request Teacher Evaluations for Common App.

*Note: This applies only to requesting a Teacher Evaluation for a Common App school. Non-Common App schools require a Letter of Recommendation so you'll need to refer to this article to [request a Letter of Recommendation for a non-Common App school](#).*

## Getting Started

If you have not yet linked your Common App account to Schoolinks, the first step is to [Set Up Your Common App Account](#) which includes linking your account to Schoolinks. You won't be able to request recommendations without this step.

When using Schoolinks with Common App, you will need to request all of your recommendations through Schoolinks. In Common App under the Recommenders section, you'll see the following message for *both* teacher and counselor requests:

### ✓ Teacher

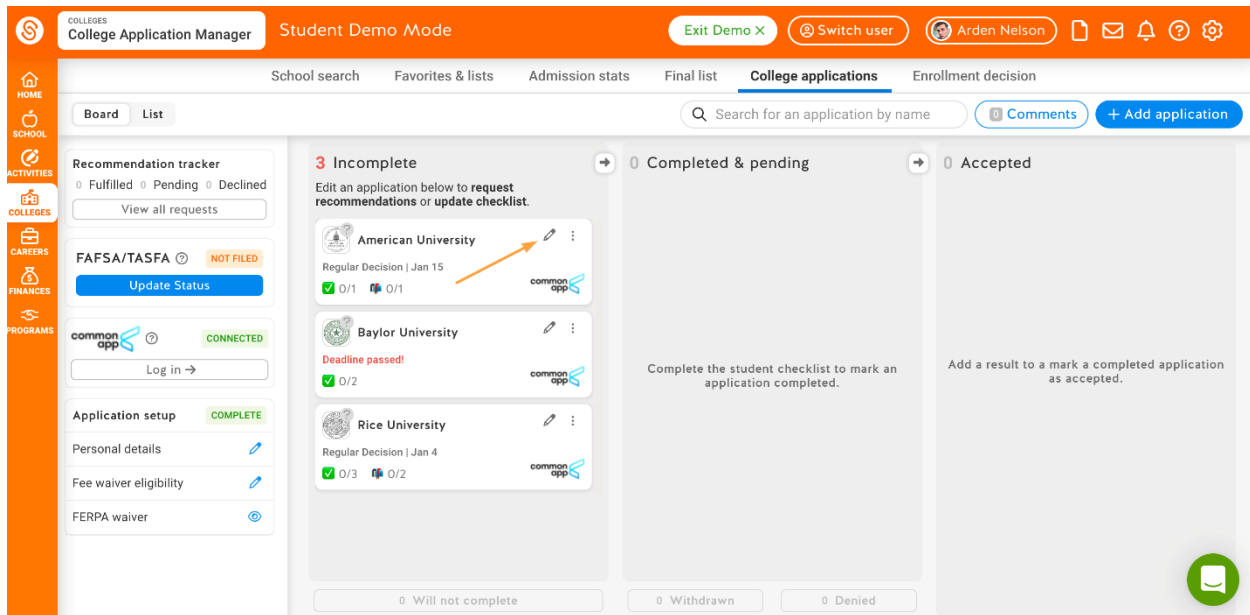
Your school is using Schoolinks for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download the Teacher Evaluation PDF Form that can be completed on paper and mailed to each institution to which you apply.

**Required: 0    Optional: 2**

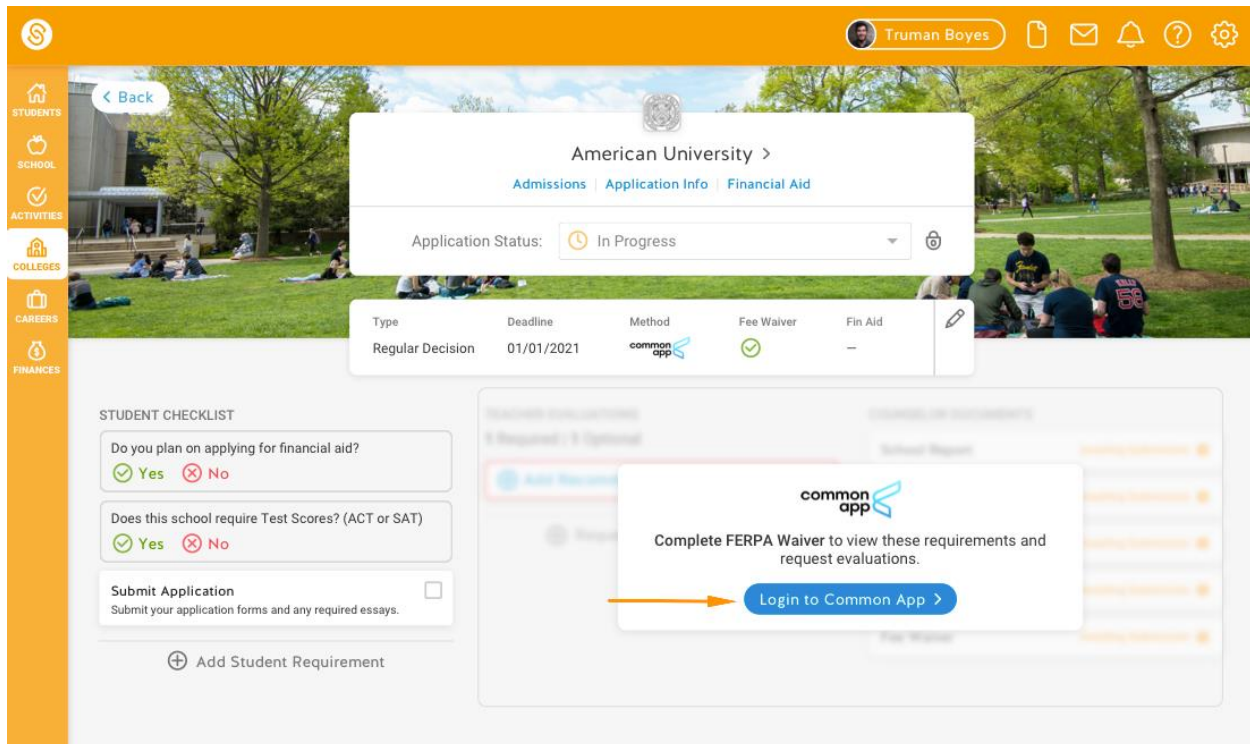
## 1. Requesting Teacher Evaluations

From the dashboard, click the **College** icon on the left navigation sidebar, then select **College Applications** from the drop-down menu.

Click on the pencil icon of the school you want to request a teacher evaluation for.



**Warning: If you have not completed your FERPA Authorization for Common App, you will be required to do so before requesting teacher evaluations.** If you have not completed your FERPA authorization, the following prompt will direct you to log in to Common App. For more information visit [Completing FERPA Authorization](#).



In the "Teacher Evaluations" column, any required evaluations will be outlined in red. You will need to add a "Recommender" (the person filling out your Teacher Evaluation) for each required evaluation.

The screenshot displays the 'College Application Manager' interface for American University in 'Student Demo Mode'. The top navigation bar includes 'College Application Manager', 'Student Demo Mode', 'Exit Demo X', 'Switch user', and the user name 'Arden Nelson'. A left sidebar contains navigation icons for Home, School, Activities, Colleges, Careers, Finances, and Programs. The main content area features a 'Back' button, the American University logo, and navigation links for 'Admissions', 'Application Info', and 'Financial Aid'. The application status is 'In Progress' with a 'Comments' button. A table below shows application details: Method (Common App), Type (Regular Decision), and Deadline (Jan 15). The interface is divided into three columns: 'STUDENT CHECKLIST' with items like 'Test Scores' and 'Submit Application on Common App'; 'TEACHER EVALUATIONS' with a 'Remember to update your student profile...' note and an 'Add Recommender' button; and 'COUNSELOR DOCUMENTS' with items like 'School Report (General)', 'Mid Year Report (General)', and 'Counselor Recommendation (General)'. A 'Request Teacher Evaluation' and 'Request Counselor Document' button are also visible.

## Adding a Recommender

You have a few options when it comes to determining who you would like to request an evaluation from:

1. Choose an existing evaluation
2. Request an evaluation from a new teacher with an account
3. Request an evaluation from a new teacher without an account

## Request Teacher Recommendation



Select the type of recommendation.

General (Most common)

Not specific to a college and can be assigned to any application



College-specific

Customized for this college and can only be assigned to this application



Your school has disabled college-specific recommendations.

Assign a teacher to complete a teacher evaluation for **Baylor University**. They'll receive an invitation to fulfill your request on SchoolLinks.



If this college requires a counselor recommendation, it will be automatically requested in "Counselor Documents".

Search teachers

Justin Mills PENDING

Ben James PENDING

Katie Smith counselor@test.com PENDING

Counselor SchoolLinks counselor@schoolinks.com

Aaron Harper AHarper@counselor.com

Nathan Hart NHart@counselor.com

### Choose an existing evaluation to assign to this application

If you have already requested a teacher evaluation for another school, you can assign an existing teacher evaluation to this school. These teachers will show up as Pending, Declined, or Fulfilled depending on the status of the already submitted recommendation.

### Request an evaluation from a new teacher who has a SchoolLinks account

You can also request an evaluation from a new teacher by searching for them by name in the search field. If you choose this method, you will need to select the subject for which you would like an evaluation.

### Request an evaluation from a new teacher who does NOT have a SchoolLinks account by adding them manually

If after searching for your teacher you don't see the teacher listed, you can click **Add them Manually**. This will open up an option for you to provide their First and Last Name, Email, and Subject to request an evaluation from them. You will again need to select their subject in order to continue. Note: You must use the search first in order to see this option.

Search for teachers by name or email address.

justin

Kenneth Belton staff071@demo.com

Justine Lester staff116@demo.com

Don't see your teacher listed? [Add them manually](#)

Regardless of the method you chose, once you have selected a teacher, click **Next**.

You will then be prompted to add a subject and an optional custom message that will be sent to your teacher along with your evaluation request.

✕

Invite a teacher to fulfill your request on SchoolLinks or [search teachers instead](#)

First name: Andrea

Last name: Sellers

Email: staff187@demo.com

Subject: Other

**(Optional) Add a custom message to send to your teacher along with your request:**

Custom message

To finalize the request, click **Submit Request**.

You will now see the assigned teacher's name and the status of your teacher evaluation! The teacher will be alerted that you have requested an evaluation and will be instructed to complete it for your application.

The screenshot displays the 'College Application Manager' interface for American University in 'Student Demo Mode'. The top navigation bar includes 'Exit Demo X', 'Switch user', and the user name 'Arden Nelson'. The main content area shows the application status as 'In Progress' with a 'Comments' button. Below this, a table lists application details: Method (Common App), Type (Regular Decision), and Deadline (Jan 15). The interface is divided into three main sections: 'STUDENT CHECKLIST' with items like 'Test Scores' and 'Submit Application on Common App'; 'TEACHER EVALUATIONS' showing a request for 'Andrea Sellers (General)' with a 'Request Teacher Evaluation' button; and 'COUNSELOR DOCUMENTS' listing 'School Report (General)', 'Mid Year Report (General)', and 'Counselor Recommendation (General)'.

Tip: If the college accepts *optional* teacher evaluations, you can request them by clicking **Request Teacher Evaluation** and performing the same steps above to add an additional evaluation.

### Tracking and Editing your Letters of Recommendation

Requesting an evaluation is only the beginning of the process - the next step is ensuring that the teacher completes the requested evaluation. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so by following the instructions in this article, [Tracking and Editing Teacher Evaluations and Letters of Recommendation](#).

### What You'll See in Common App

Below is a screenshot of what you may see within Common App if your school is using SchoolLinks. Here, you can see links to useful pages for the application process as well as instructions for obtaining transcripts and teacher recommendations.



# Recommenders & FERPA

## ✓ FERPA Release Authorization

[View Details](#) ▾

## Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf.

[Invite Recommenders](#)

## ✓ Counselor

Your school is using SchoolLinks for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

### Download PDF Forms

- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

## ✓ Teacher

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**Required:** 0    **Optional:** 2

### Download PDF Forms

- [Teacher Evaluation](#)