



TCIS Student Directions to request Teacher Recommendation Letters

1. Log into your Family Connection/Naviance account. (If you have forgotten your login, please see Miss Jo in the counseling office.)
2. Select the "About Me" tab.
3. Select "Teacher Recommendation #1" or "Teacher Recommendation #2" and fill in the information requested to the best of your ability. Please do not rush through this step. Completing the information thoroughly will help your teachers write better letters for you. Make sure to hit "Update" at the bottom of the page regularly to save what you have written.
4. When you have completed the form, print it off and take a paper copy to the teacher that you are asking to write a college letter of recommendation for you.

Your teachers will digitally upload your letters into edocs. You must indicate in Naviance which teachers are writing for you. Use the following steps to select the teachers who have agreed to write letters for you:

1. Log into your Family Connection/Naviance account.
2. Select the "Colleges" tab.
3. Click on the "Colleges that I am applying to" link.
4. Make sure you have completed the privacy notice section. Your teachers cannot upload letters until you have waived your right to access the information.
5. Continue to scroll down the page to the "Teacher Recommendation" Section.
6. Select the "Add/Cancel Requests" hyperlink.
7. Using the pull-down menu, select the names of the two teachers who have agreed to write letters for you. You can also include a personal note to them here as well if you would like to.
8. Scroll to the bottom and select "Update Requests."
9. Once you have completed these steps, Naviance will send an email to your teachers letting them know that the system is ready for them to upload their recommendations.

Please note: Teachers will not be able to upload your letters until you complete all of these steps.