

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

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

✓ Teacher

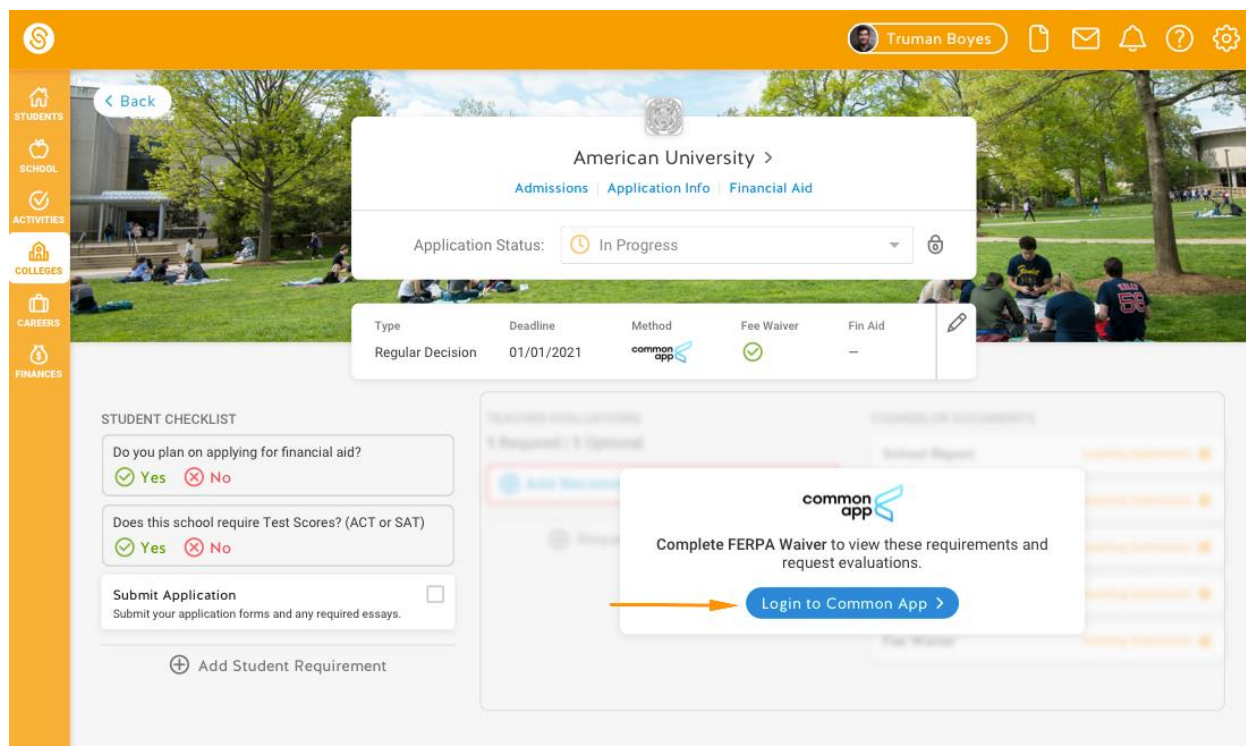
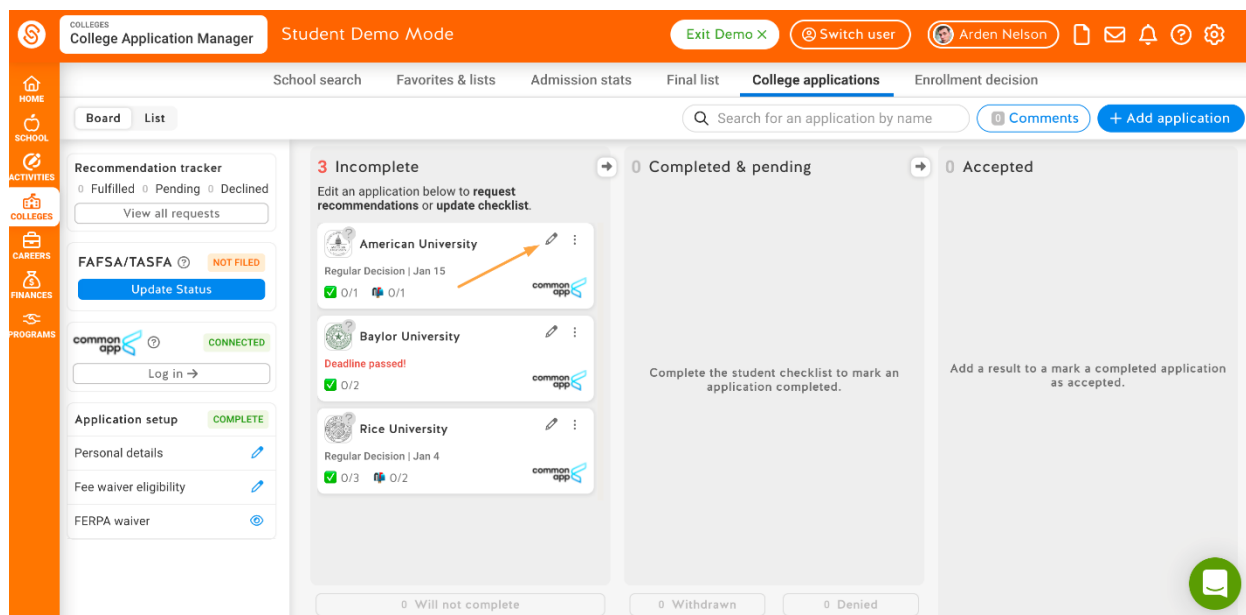
Your school is using SchoolLinks for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. 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.



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.

COLLEGE College Application Manager Student Demo Mode

Exit Demo X Switch user Arden Nelson

HOME SCHOOL ACTIVITIES COLLEGES CAREERS FINANCES PROGRAMS

< Back

American University >

Admissions Application Info Financial Aid

Application status: **In Progress** Comments

Method: Common App Type: Regular Decision Deadline: Jan 15

STUDENT CHECKLIST

- Test Scores ☐ ...
- Submit Application on Common App ☐ [Complete on Common App →](#)
- [New Student Requirement](#)

TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

1 Required • 1 Optional

[Add Recommender](#) Required

[Request Teacher Evaluation](#)

COUNSELOR DOCUMENTS

All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

- School Report (General) [Added 12/21/2022 as preset](#)
- Mid Year Report (General) [Added 12/21/2022 as preset](#)
- Counselor Recommendation (General) [Not needed](#)
- [Request Counselor Document](#)

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 1 PENDING

Ben James PENDING

Katie Smith counselor@test.com 2

Counselor SchoolLinks counselor@schoolinks.com

Aaron Harper AHarper@counselor.com

Nathan Hart NHart@counselor.com

Diagram annotations: Arrow 1 points from Justin Mills to the PENDING button. Arrow 2 points from the email address of Katie Smith. Arrow 3 points from the search bar to the search icon.

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.

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.

✓ SELECT TEACHER

✎ ADD DETAILS

×

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

Cancel

Submit Request

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.

COLLEGE Application Manager Student Demo Mode Exit Demo X Switch user Arden Nelson

American University >
 Admissions | Application Info | Financial Aid

Application status: **In Progress** Comments

Method	Type	Deadline
Common App	Regular Decision	Jan 15

STUDENT CHECKLIST

- Test Scores ☐ ...
Official SAT and/or ACT Scores
- Submit Application on Common App ☐
[Complete on Common App →](#)
- [New Student Requirement](#)

TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

1 Required • 1 Optional

- Andrea Sellers (General)** Remove
Requested 12/21/2022 by Arden Nelson

[Request Teacher Evaluation](#)

COUNSELOR DOCUMENTS

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- School Report (General)** Added 12/21/2022 as preset
- Mid Year Report (General)** Added 12/21/2022 as preset
- Counselor Recommendation (General)** Not needed

[Request Counselor Document](#)

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

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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](#)