

# For Scoir connected students: Requesting letters of recommendation

**Please note:** If your student account is linked to a high school on Scoir, students can request teacher recommendations via the **My Colleges** page. If you do not see this button on the **My Colleges** page and you know your school is using Scoir, **you may not be linked properly and should reach out to your Counselor.** If you are not linked, your Counselor won't know to send documents to colleges on your behalf.

## Requesting teacher recommendations

- Go to **My Colleges > Application Documents**.

The screenshot shows the 'My Colleges' page on the Scoir platform. The top navigation bar includes 'Home', 'Discover', 'My Colleges' (highlighted with a blue circle), 'Inbox', 'Me', and 'Apply with Scoir'. Below the navigation bar, there is a search bar and a 'Sort: Deadline' dropdown. The main content area is divided into three columns: 'Following (3)', 'Applying (2)', and 'Applied (1)'. Each column contains college cards with their names, locations, and application progress bars. A blue arrow points to the 'Application Documents' link in the top navigation bar.

- Select **New Request**.

The screenshot shows the 'Application Documents' page on the Scoir platform. The top navigation bar includes 'Home', 'Discover', 'My Colleges' (highlighted with a blue circle), 'Inbox', 'Me', and 'Apply with Scoir'. Below the navigation bar, there is a search bar and a 'Back to My Colleges' link. The main content area is divided into three sections: 'Required Documents', 'Optional Documents', and 'Letters of Recommendation'. Each section contains a table with columns for 'Title', 'College', and 'Status'. A blue arrow points to the '+ New Request' button in the 'Letters of Recommendation' section.

Required Documents		
Title	College	Status
FERPA Waiver	All Schools	Granted on 01/12/2023

  

Optional Documents		
Title	College	Status
Fee Waiver Request		

  

Letters of Recommendation		
Recommender	College	Status

- Begin typing in the name of the person and choose from the dropdown.

If the person you're requesting to write a recommendation is not in your high school as staff, they won't show up as an option and you'll need to contact your Counselor. The recommender can then send your recommendation directly to your Counselor for them to upload to Scoir.

The screenshot shows the Scoir web application interface. A modal window titled "New recommendation request" is open. Inside the modal, there is a section titled "Who should we send this request to?". Below this title is a search input field containing the letter "j". A dropdown menu is open below the input field, showing two options: "Counselor Johnson" and "James Madison". At the bottom of the modal, there are "Cancel" and "Submit" buttons. The background of the page is dimmed and shows a sidebar with "Application Documents" and a table for "Letters of Recommendation".

- Specify the type of recommendation whether it's for all colleges or a specific one, add a note, and select **Submit**.

The screenshot shows the Scoir web application interface. A modal window titled "New recommendation request" is open. Inside the modal, there is a section titled "What type of recommendation is this?". Below this title are two radio button options: "General recommendation (can be used for multiple schools)" (which is selected) and "College-specific". Below this section is an "Add a note" section. It contains a sub-header "Add a note" and a note "It's helpful to remind your teacher of your best achievements". There is a "Subject" field with the text "Request for Recommendation" and a "Message" field with the text "I'm applying to multiple colleges and feel my time spent in your AP English class has given you insight into my ability to thrive at at any school and major in English Literature. I would appreciate a recommendation from you!". At the bottom of the modal, there are "Cancel" and "Submit" buttons. The background of the page is dimmed and shows the same sidebar as the previous screenshot.

- From there, you can check the status of your requests to see if they've been accepted or declined.

## Viewing the status of Recommendations

Students cannot access or view recommendations submitted on their behalf.

The status simply shares if the request is pending, accepted, declined, or completed. It's not an indicator that it was received by the college.

Go to My Colleges > Application Documents. In the Letter of Recommendation section, you'll see the status of your requests.

The screenshot displays the Scoir application interface. At the top left is the Scoir logo. A search bar contains the text "Search for pages". Navigation icons include Home, Discover, My Colleges (highlighted), Inbox, Me, and Apply with Scoir. The main content area is divided into three sections: Required Documents, Optional Documents, and Letters of Recommendation. The Letters of Recommendation section is highlighted with a blue border.

Required Documents		
Title	College	Status
FERPA Waiver	All Schools	Granted on 01/12/2023 <a href="#">Edit</a>

  

Optional Documents		
Title	College	Status
Fee Waiver Request		<a href="#">View Request Form</a> <a href="#">Request &amp; Sign</a>

  

Letters of Recommendation			<a href="#">+ New Request</a>
Recommender	College	Status	
Counselor Johnson	General	Requested Sep 28, 2023	<a href="#">Cancel</a>

If a request has **not** yet been acted upon by the recipient, and you no longer need it, you may select **Cancel**.

Once a teacher fulfills your request for a letter of recommendation, you will receive a notification within Scoir!