



Student Recommendation Form

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Teachers and Counselors are often required to complete Recommendation forms for students. You only need to complete the Recommendation form once per student, and Common App will route it to the correct schools.

1. From the **Postsecondary** menu, select **Common App**.
2. Select **Form Statuses** next to the name of the desired student.
3. Select Counselor or Teacher Recommendation.
4. Complete the form.
5. Select **Submit**.

