Invite a Teacher

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Once you have completed the FERPA Waiver and added schools to your Common App Dashboard, you can invite your Counselor or Teachers to assist with the Common App process.

1. From the **Postsecondary** menu, select **Common App**.

2. Select **Details** to the right of the school for which you need a teacher recommendation.

3. Locate the desired teacher from the drop-down menu in the Add New section.
4. Select the appropriate subject for that teacher.
5. Select **Send Request**.

6. Your teacher will be notified automatically.
7. Use the trash icon to remove a teacher you have already added.

8. **NOTE**: You must add a teacher to each school individually.