

Invite a Teacher

Last Modified on 11/04/2024 9:44 am EST

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**.

The screenshot shows the Pathful dashboard with a dark navigation bar. The 'Postsecondary' menu is open, and the 'Common App' option is highlighted with a red box. The dashboard includes sections for 'Welcome, Eden', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', 'School profiles', 'Compare', 'Common App', and 'Scholarship search'. A progress bar on the right indicates '1/3 Completed'.

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

The screenshot shows the Common App dashboard. The 'My Favored Colleges' section displays three cards: 'Belmont Abbey College', 'University of North Carolina at Asheville', and 'Add more colleges'. The 'University of North Carolina at Asheville' card has a green checkmark and the text 'ADDED TO COMMON APP'. Below this, there is a section for 'My Details' and 'Counselor Information'. The 'Counselor Information' section shows a dropdown menu with 'Kerry Johnson' selected and an 'Invite' button. At the bottom, a table lists schools with their application status and a 'Details' button highlighted for the University of North Carolina at Asheville.

School Name	Deadline	Application Status	Writing supplement status	Details
University of North Carolina Asheville	2/1/2025	Not Submitted	Not Submitted	Details
University of North Carolina Wilmington	2/1/2025	Not Submitted	Not Submitted	Details

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**.

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University of North Carolina Asheville

Application Status

Application Submitted: No
Writing Supplement Submitted: No

Deadlines

Fall 2025 - Regular Decision: 2/1/2025
Fall 2025 - Early Decision: 11/15/2024
Fall 2025 - Early Decision II: 1/15/2025
Spring 2025 - Regular Decision: 11/15/2024

School Details

University Hall, CPO 1320, NC, Asheville, 28804

[Visit School Website](#)

Your Recommendations

First Name	Last Name	Email	Actions

Add New

Select your teacher from the list below to request a recommendation. You can add up to 2 teachers.

Teacher Name:

Subject:

[Send Request](#)

Your account is connected Powered by:

Need to use a different account?
[Click Here To Disconnect Your Current Account](#)

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

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University of North Carolina Asheville

Application Status

Application Submitted: No
Writing Supplement Submitted: No

Deadlines

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School Details

University Hall, CPO 1320, NC, Asheville, 28804

[Visit School Website](#)

Your Recommendations

First Name	Last Name	Email	Actions
Tobie	Alonso	tobie1@pathful.com	🗑️

Add New

Select your teacher from the list below to request a recommendation. You can add up to 2 teachers.

Teacher Name:

Subject:

[Send Request](#)

Your account is connected Powered by:

Need to use a different account?
[Click Here To Disconnect Your Current Account](#)

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