# Common App teacher recommender guide

As a recommender, you're requested to write and send teacher evaluations on behalf of your student. This evaluation is sent to all the Common App colleges the student has assigned to you.

Set up your Common App profile

You'll create a teacher profile after you receive your first student request. You only need to complete the profile one time, and you can edit it at any point.

1 From your educator account, click **Features** and select **College Planning**.

- Or, from your dashboard, click the **College planning** card.
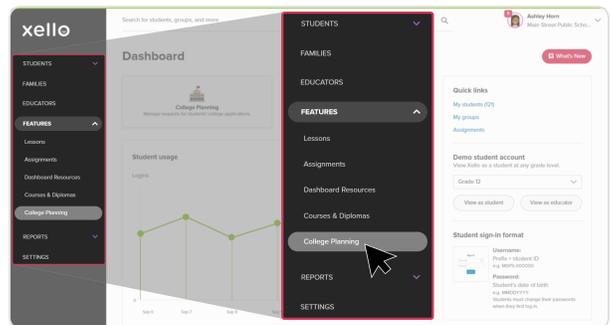
2 Next to **Common App**, click **Manage** to land on your list of student requests.
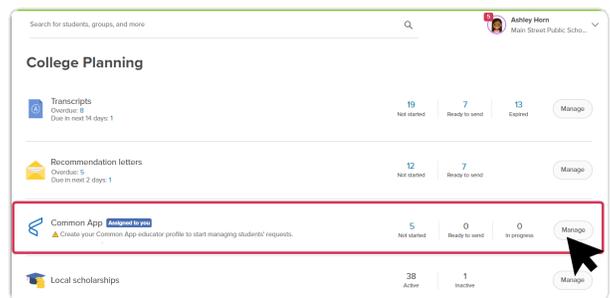
3 In the banner at the top of the page, click **Create**.

4 Fill out the form and click **Complete**.

- In case you wish to pause and return later, clicking **Save draft** will save your work. You will not be able to fulfill requests until your profile is complete.
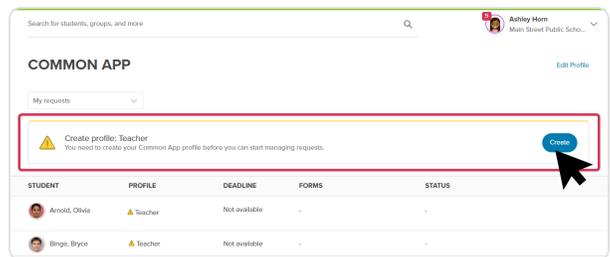
5 Your profile can be edited at any time. From the student requests page, click **Edit profile** to make changes.
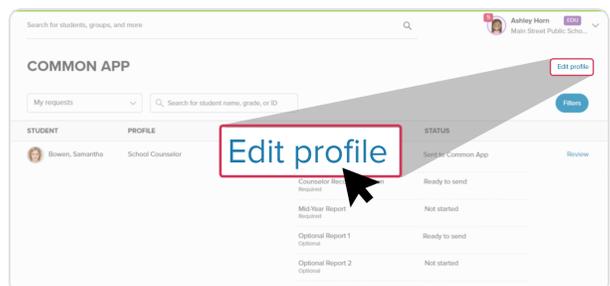
Review and action student requests

If you're selected by a student as a recommender, you'll receive their request via email. Make sure your letter is specific to the student's accomplishments and not to the institution.

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- Or, from your dashboard, click the **College planning** card.
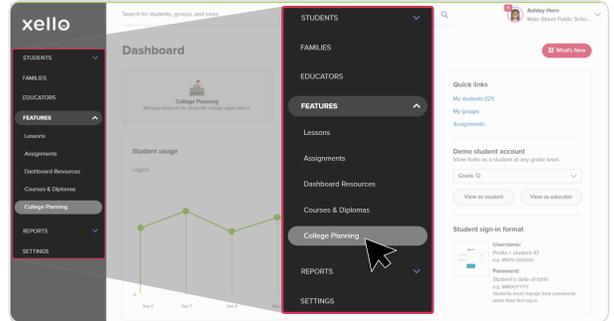
2 Next to **Common App**, click **Manage** to land on your list of student requests.

- Any requests you've received from students who are not in your current school will be tagged as out-of-school requests.

- Return to this page later to track requests you've completed.
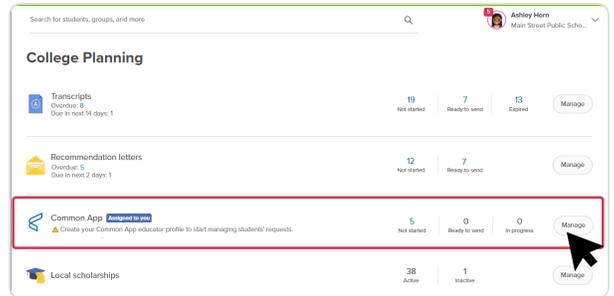
3 Next to the student whose **Teacher evaluation** you'll fill out, click **Review**.

- This opens a brief overview of the forms to fill out, and the colleges the student is planning to apply to.
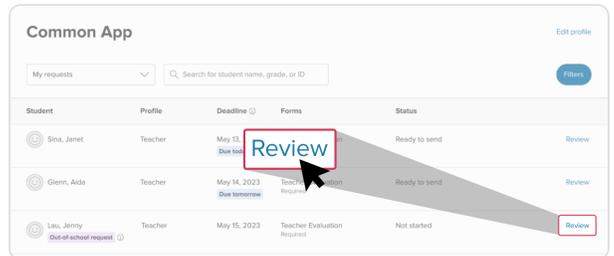
4 Next to **Teacher evaluation**, click **Complete form**.

5 Fill out each field and upload the PDF of the recommendation letter.
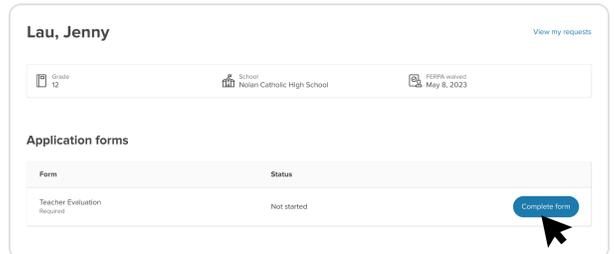
6 Once the form is completed, click **Done** to return to the student's list of forms and colleges. You can edit it later before sending it.

7 To send the completed document to all the colleges in the student's list, click **Send**.

- To review what you've submitted in a student's evaluation, click the **View PDF** link.