**HOW TO REQUEST A TEACHER LETTER OF REC**

Log in to Maia Learning. Go to UNIVERSITIES (on the left) …then, Recommendations (at the top). Add the deadline your FIRST letter is needed and check the teacher name. Assign each teacher to ONLY the schools where you want their letter to be sent. DO NOT blanketly assign ALL schools to ALL teachers (some schools may only take ONE letter), you need to select which teacher will send to which school. Write the teacher a note in the box provided and click SAVE.

\*\*\* NOTE

\*\*\*YOU MUST HAVE REQUESTED A TRANSCRIPT IN ORDER FOR THE TEACHER LETTER TO BE SENT\*\*\*

\*\*\* YOU DO NOT NEED TO REQUEST A COUNSELOR LETTER\*\*\*

\*\*\* YOU DO NOT NEED TO UPLOAD A BRAG SHEET\*\*\*

