



# How to Request a Teacher Recommendation



# Step 1: Main Homepage

The SSAT

Student: Student Test Welcome, Parent Test • Manage Account • Log Off

My Tests Practice Check Scores Apply Inquire Profile

What would you like to do?

Click either option to get started!

View My Tests Practice for SSAT Check Scores

Apply to Schools Send an Inquiry Edit Profile


Detailed description: This is a screenshot of the SSAT main homepage. At the top left is the logo 'The SSAT'. At the top right, it says 'Student: Student Test Welcome, Parent Test • Manage Account • Log Off'. Below this is a navigation bar with buttons for 'My Tests', 'Practice', 'Check Scores', 'Apply', 'Inquire', and 'Profile'. The 'Apply' button is highlighted with a yellow border. Below the navigation bar is a section titled 'What would you like to do?' containing six buttons in a 2x3 grid. The top row buttons are 'View My Tests' (maroon), 'Practice for SSAT' (maroon), and 'Check Scores' (maroon). The bottom row buttons are 'Apply to Schools' (teal), 'Send an Inquiry' (teal), and 'Edit Profile' (teal). The 'Apply to Schools' button is highlighted with a yellow border. A yellow box on the left contains the text 'Click either option to get started!' with two arrows pointing to the 'Apply' button in the navigation bar and the 'Apply to Schools' button in the main content area.

# Step 2: Student Dashboard



View the status of your recommendation forms

Upper School Supplemental Form2  
NOT STARTED  
\* Optional for this school **Start**

**SSAT Test Score**   
An SSAT Test Score is required for this school. Go to "Check Scores" and select a score to submit.

**Vericant Interview** [Schedule Vericant Interview](#)  
Vericant Interviews are required for International students who can not make it for an in-person interview.

**Interview** [Arrange an Interview](#)  
An Interview is mandatory for all incoming students.

**Financial Aid** [Learn More to Apply](#)  
Deadline Feb 15, 2017

**Campus Visit Opportunities** [Learn More](#)  
Sep 15, 2017 Meet and Greet on campus

Student's Graded Essay  
NOT ADDED  
\* Optional for this school **Upload**

**Send Requests for These Forms**

English Recommendation **Request**  
NOT STARTED

Math Recommendation **Request**  
NOT STARTED

Teacher/Guidance Recommendation **Request**  
NOT STARTED

Official School Reports/  
Transcript Form Release **Sign Release**  
NOT STARTED

# Step 3: Begin a Request

Student's Graded Essay  
NOT ADDED  
\* Optional for this school

**Upload**

**Send Requests for These Forms**

English Recommendation  
NOT STARTED

**Request**

**Math Recommendation**  
NOT STARTED

**Request**

Teacher/Guidance Recommendation  
NOT STARTED

**Request**

Official School Reports/  
Transcript Form Release  
NOT STARTED

**Sign Release**

A standard recommendation form requesting information about the student's mathematical knowledge, skills, and personal development to be completed by a mathematics teacher at the current school.

Click here to begin your request

# Step 4: Send a Request



**Request an Mathematics Recommendation** ✕

A standard recommendation form requesting information about the student's mathematical knowledge, skills, and personal development to be completed by a mathematics teacher at the current school.

Recommender's First Name  
First Name

Recommender's Last Name  
Last Name

Email Address  
Email

I acknowledge that the Mathematics Recommendation provided by my teacher is confidential. I waive my right to view, read and question the recommendation provided.

Cancel Send Request

Enter teacher's first name, last name, and email address

You must check this box before sending

# Step 5: Recommendation Status



If the teacher does not respond, resend the recommendation request

Mathematics Recommendation REQUEST SENT to Dhara Mehta on Aug-08-2017	Resend
English Recommendation NOT STARTED	Request
Principal/Guidance Counselor Recommendation NOT STARTED	Request







This means your request has been sent

This means your request has been denied or has not yet been sent

# Step 6: Completed Recommendation



**Send Requests for These Forms**

Mathematics Recommendation SUBMITTED on Aug-07-2017 * Optional for this school		
English Recommendation SUBMITTED on Aug-07-2017 * Optional for this school		
Principal/Guidance Counselor Recommendation SUBMITTED by Dhara Mehta on Aug-07-2017 * Optional for this school		

Request button will change to "Submitted" when completed by the recommender