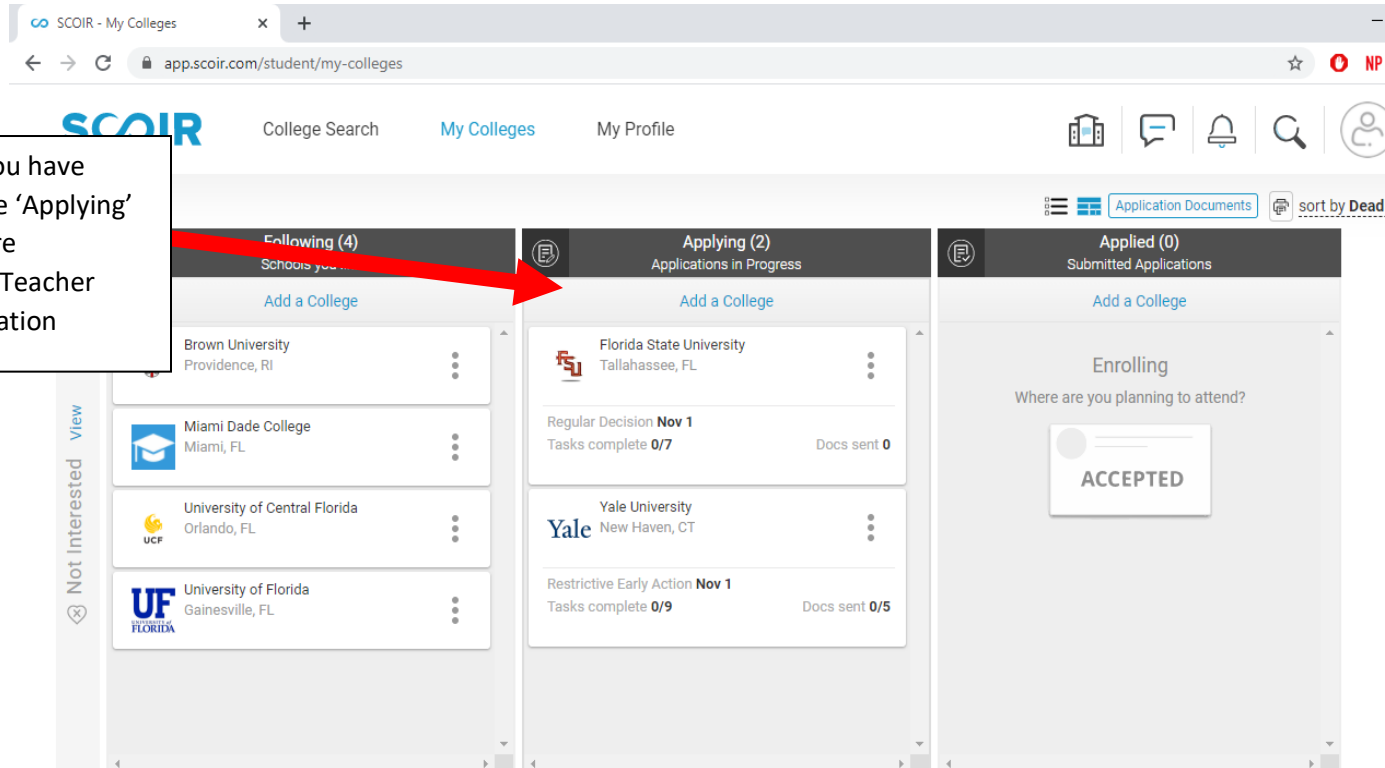
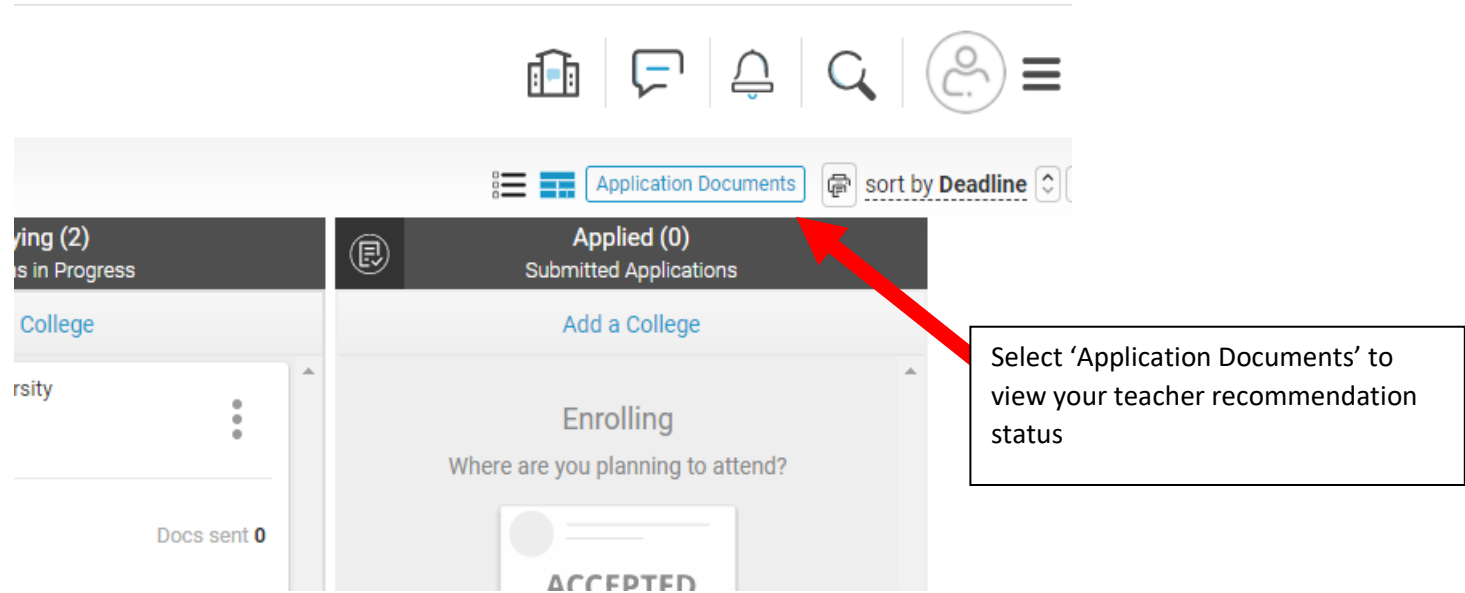


How To Request a Teacher Recommendation on SCOIR



Make sure you have schools in the 'Applying' section before requesting a Teacher Recommendation



Select 'Application Documents' to view your teacher recommendation status

Select 'Request a Recommendation'
to request a recommendation from
your teacher

The screenshot shows the 'Application Documents' modal in the SCOIR system. The 'Teacher Recommendation Status' section contains a table with columns for 'TEACHER', 'DATE', 'STATUS', and 'ACTIONS'. The table is currently empty, displaying the message 'There are no recommendations'. A red arrow points to the 'Request a Recommendation' button located below the table. Below the table, there is a 'Fee Waiver Request' section with a 'Request a Fee Waiver' button. A 'Close' button is located at the bottom right of the modal.

Request a teacher
recommendation in
SCOIR by filling out
the teacher, subject,
and message and
clicking 'Send'

The screenshot shows the 'Request Recommendation' form. It includes three required fields: 'Teacher*' with a search input (placeholder: 'Staff name - e.g. John Smith'), 'Subject*' with the text 'Request for Recommendation', and 'Message*' with the placeholder 'Type your message ...'. At the bottom right, there are 'Cancel' and 'Send' buttons.

Contact your teacher for approval that
they will fill out your recommendation
before clicking 'Send'