

## Teacher PD - Uploading Rec Letters to Naviance

I. On desktop, create a blank word doc and save as RECLetter

II. Links to sign in

<https://succeed.naviance.com> or <https://www.naviance.com/>

[Naviance Teacher Rec Letters Video](#)

III. Sign-in Notes:

TAPCO Account is **tapcs**

**Username** is your first initial and last name

**Password** - reset after initial login

TAPCO Fictitious Student is **Tapco Scholar**

Dear Teacher,

Thank you for agreeing to write a phenomenal letter of recommendation that will deeply highlight my strengths and best qualities and totally overlook any of my behavioral obstacles that you may have witnessed during class. I'd like to remind you of all the times I offered to help with the distribution of materials to the class, how often I stayed after school to clean your board and tidy your classroom, and how I insisted that my classmates quiet down while you were instructing the class. I think these speak to my leadership qualities, don't you?

I'd also like to remind you of how you noticed that I always helped my classmates to understand a concept that they may have found difficult, and as a result, you made me a peer mentor. Not only does this demonstrate my ability to work well in groups, but I think more importantly it shows my overall helpfulness and personable qualities. I believe these qualities are as important as my demonstrated effort to achieve high grades in your class, despite missing many homework assignments and not doing so well on tests.

Finally, between you and me, I think this is a good time to let you know that of all the teachers I've had at TAPCO, you are my favorite! It's not only that you are always in a good mood, but the way that you teach just really works for me. Honestly, I'm impressed with your overall intelligence.

Thank you again and remember, my future rests in your hands.

Sincerely,  
Your Student