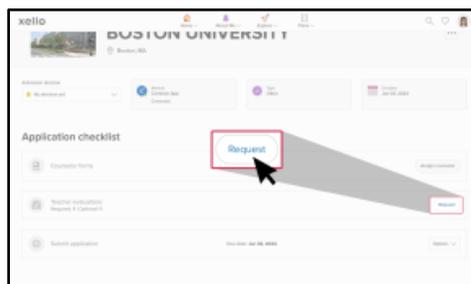


How to Request a Teacher Evaluation for Common Applications in Xello

Students use Xello to request teacher evaluations for Common App colleges. Not all schools require or will even take teacher recommendations or evaluations. If a school will take the recommendations, then on their Xello College Planning College Applications page it will show a list of all Common App Schools the student is applying to. Under each school it will show “Action Items” which are actions that need to be completed. If the item “Teacher Evaluations” is listed, then that school is requesting the student to submit teacher recommendations. If the school does not have “Teacher Evaluations” listed under “Action Items” then they **will not** take the recommendations.

Once the student clicks on an eligible school for recommendations then

1. They navigate to the application profile for the college to which they want a teacher evaluation sent.
2. Next to **Teacher evaluations**, they click **Request** to open the list of every educator at their school in Xello.



- You can also search for teachers at other schools in the district.
3. They choose the referrer they would like and click **Send** and are returned to the college page.