

## **IB/AICE Teacher Recommendation Request**

**Student Name:**

**Student ID Number:**

**Current School:**

**Teacher Name:**

**Subject Area:**

**Name of program and school for which the student is applying (circle):**

**IB/Nease**

**IB/Pedro Menendez**

**AICE/St. Augustine**

**(Bold items to be completed by student requesting recommendation)**

Students applying for the AICE or IB programs must have four academic teacher recommendations which include one each from math, science, language arts, and social studies. To make a recommendation for the student listed above, access the online recommendation form using the directions below. Teacher recommendations must be submitted by the Program of Choice Application deadline.

Step 1: Log in to Teacher Access Center (TAC)

Step 2: Select “TAC Help”

Step 3: Under “Miscellaneous Documents”, select “IB/AICE Teacher Recommendation Form”

Step 4: Complete recommendation for the student listed above

Step 5: Submit

\*This paper form does not need to be submitted. Please shred or keep in your files. Teachers that do work for SJCSD must complete a paper recommendation form found at: <https://cte.stjohns.k12.fl.us/programs/>