

PRIOR TO REQUESTING A RECOMMENDATION LETTER VIA NAVIANCE:

- In Naviance, add the school(s) to which you need letters sent:
 - Click the “colleges” tab
 - Click “colleges I’m applying to”
 - Either match your Common App, or if you are not using Common App, add each school to your list individually
- Talk to your teacher in person to ask if he/she would be willing to write a letter of recommendation on your behalf. Be prepared to give the recommender a résumé.

1. From the Naviance homepage, click on the “colleges” link at the top of the page, then click “Letters of Recommendation” under the “Apply to College” section.
2. Click on “Add Request”. You can only request a recommendation from one teacher at a time. Therefore, you will need to complete separate requests for each teacher from whom you are seeking a recommendation. Click the drop down box to find the teacher who will be writing your letter of recommendation.
3. Choose “all current and future colleges”, unless a school to which you are applying limits the number of letters of recommendations it will accept. In that circumstance, you need to choose specific schools to which your recommendation(s) will be sent.
4. In the “Personal Note to Teacher” box you should thank your teacher for taking the time to write a letter for you. You can also include any specifics that you want mentioned in your letter. Click “Submit Request” to send your teacher recommendation request.

IMPORTANT: If your application requires a counselor recommendation, please follow the instructions on our website for requesting a Counselor Letter of Recommendation.