

Requesting Recommendation Letters In Naviance

1. Request your recommendation letters from your teachers in person first!
2. Then, from your Naviance homepage, click on the “Colleges” link in the upper right hand corner, choose the drop down item “Apply to College” and choose “Letters of Recommendation”.
3. Click on “Add Request”. Click the drop down box to find the teacher who will be writing your letter of recommendation. 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.
4. Choose “**all current and future colleges**”, unless a school to which you are applying to 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.
(Note: This cannot be done until your request for transcripts has been submitted to the School Counseling Office and colleges have been moved from “perspective” to “active”.)
5. In the “**Personal Note to Teacher**” box you can include any specifics that you want mentioned in your letter. Remember to include your earliest deadline for the teacher. Click “**Submit Request**” to send your teacher the recommendation request.

Don't forget to write a personal thank you note to each of your recommenders!