How to Request a Letter of Recommendation on Naviance

**BEFORE ASKING A TEACHER ON NAVIANCE TO WRITE A LETTER OF RECOMMENDATION ON YOUR BEHALF, YOU MUST ASK THEM FIRST IN PERSON! **

YOU ONLY REQUEST LETTERS OF RECOMMENDATIONS FROM TEACHERS. COUNSELORS WILL AUTOMATICALLY WRITE A LETTER ON YOUR BEHALF

🚺 Give feedback 🔀 No new messages 1060

Step	1: Log on to	your Na	aviance A	Account a	and then	click "Colleges	I'm Applying to"	
- up		,	a maine e 7			ener cenegee	i iii y ippi yii ig to	

Navia	nce <i>Student</i>				Home	Colleges	Careers	About Me	My Planner
Welcome	r, Lori! Search for Colleges ►	Q Type a college name					SEAR	сн	
	Graduation Survey Seniors: Fill out the graduation screen under "about me," to up	n survey, listed on the left side of the date your college admissions decisions and	м	ly Favorites				٩	
	indicate where you plan on atte you have any questions. Deciding	nding in September. See your counselor if	\$	COLLEGES I'm applying to					
	Read more		-					_	

Step 2: At the bottom of the page "Colleges I'm Applying to," you will see in blue "Letters of recommendation section:" Click on this section.

Colleges I'm applying to		Q Search for colleges
✓ Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App.		
		🚹 Manage Transcripts 🛛 🕍 Compare Me 🕇 🕂
+ = extended profile available		+ REQUEST TRANSCRIPTS 👔 REMOVE
College that I'm attending:		
N/A	~	Update
Letters of recommendation Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accession	ible from the main college:	s page, for more information

Step 3: Select "Add Request"



Step 4: Select a teacher, preferably a core academic teacher from junior year.

🛞 Naviance Stud	ent	HOME	Colleges	Careers	About Me	My Planner
⇒	Letters of recommendation Add new request Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations? Cancel Submit Request . Who would you like to write this recommendation?* Select A Teacher 2. Select which colleges this request is for:* Choose specific colleges from your Colleges in Applying To list All current and future colleges I add to my Colleges i'm Applying To list 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:					
	* Indicates a remained field	3000 el Su	characters rema bmit Request	e ining		

Step 5: Selecting a specific teacher for a specific school. For example, SUNY Binghamton will only allow one teacher letter of recommendation. If you do not check off "Choose specific colleges," letters of recommendation will be sent on a first-hand basis, whichever teacher uploads first.

Le	ters of recommendation									
A	dd new request									
He	ere you can ask a teacher to v achers plenty of time to writ	write you a letter of recommendation. If you don't h e your recommendations!	ave any colleges in your list yet, you may still make a requ	est. Make sure you give your						
:	1. Who would you	like to write this recommendation	Cancel	Submit Request						
	Select A Teacher	•								
 Select which colleges this request is for:* All current and future colleges I add to my <i>Colleges I'm Applying To</i> list[®] *Select only if you have no preference for which teachers will meet the recommendation requirements for each college 										
	Choose specific colle	Choose specific colleges from your <i>Colleges I'm Applying To</i> list								
,	Select All	Colleges -	Due -							
╘		Binghamton University - SUNY required / 1 allowed / 0 requested	Nov 01 2019							
		Syracuse University 2 required / 2 allowed / 0 requested	Jan 01 2020							
		University of South Carolina-Columbia required / 2 allowed / 0 requested	Oct 15 2019							

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

If you are alright with both of your teachers writing on your behalf or all of your schools require or allow multiple letters of recommendation, please check off "All current or future schools." Next click "Submit Request."

	Lett	ers of recommendation									
	Ado	d new request									
	Here teac	you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your ers plenty of time to write your recommendations!									
	1.	Who would you like to write this recommendation?*									
	2.	 Select which colleges this request is for:* All current and future colleges I add to my Colleges I'm Applying To list 									
V		*Select only if you have no preference for which teachers will meet the recommendation requirements for each college									
	3. at	3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:									

3000 characters remaining Cancel Submit Request

* Indicates a required field