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

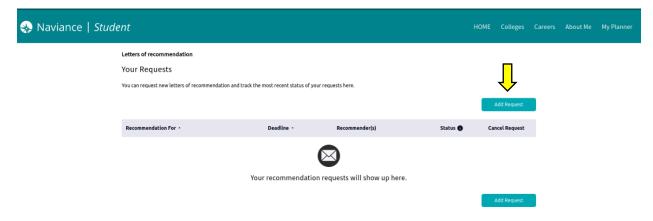
Step 1: Log on to your Naviance Account and then click "Colleges I'm Applying to"

						Give le	euback 🖂	NO New mess	ages LOGOUT
Naviance Student Colleges Careers About Me My Pl						My Planner			
Welcome	e, Lori!								
	Search for Colleges 🛛 💙	A Type a college name					SEAR	СН	
	Graduation Survey		Му	Favorites					
	screen under "about me," to up	n survey, listed on the left side of the date your college admissions decisions and ending in September. See your counselor if		COLLEGES					
	Deciding			I'm applying to					
				CAREERS AND CLUSTERS					
	Read more			I'm thinking about					

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	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 I 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, accessible from the ma	n colleges page, for more information

Step 3: Select "Add Request"



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

🛞 Naviance	Studen	t	HOME	Colleges	Careers	About Me	My Planner
	A HH of	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 1. 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 Choose specific colleges from your Colleges i'm Applying To list All current and future colleges 1 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:					
		Cancel		characters rema	A		

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.

Lett	ers of recommendation	I Contraction of the second					
Ad	Add new request						
	e you can ask a teacher to w hers plenty of time to write		re any colleges in your list yet, you may still make a request.	Make sure you give your			
			Cancel	Submit Request			
1.	1. Who would you like to write this recommendation?*						
	Select A Teacher	•					
	Select which col	leges this request is for:*					
۷.							
		colleges I add to my Colleges I'm Applying To list e no preference for which teachers will meet the red	commendation requirements for each college				
	Choose specific colleges from your <i>Colleges I'm Applying To</i> list						
~	Select All	Colleges -	Due -				
\Rightarrow		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."

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!								
L. Who would you like to write this recommendation?*								
Select A Teacher								
Select which colleges this request is for:*								
 All current and future colleges I add to my Colleges I'm Applying To list *Select only if you have no preference for which teachers will meet the recommendation requirements for each college 								
Choose specific colleges from your 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:								

3000 characters remaining
Cancel Submit Request

* Indicates a required field