

To request a letter of recommendation in Naviance:

1. From the Colleges tab in Family Connection, students will click on a new link under the My Colleges section, titled **Letters of Recommendation**.
2. On the recommendation request page, students will click on the blue **Add Request** button to submit their requests, one teacher at a time.
3. **Step 1:** The student should select a teacher from the drop-down list. *If the teacher is missing from the drop-down list, the teacher may not be using Naviance and students should contact the staff member or counselor.*
4. **Step 2:** Student should review the colleges listed directly from the colleges I'm applying to list and check one or more boxes to indicate where the teacher should be sending the letter of recommendation. **(This information Has to MATCH what is on the Salmon form you gave to the teachers)**
5. **Step 3:** Students can add a personal note (up to 3000 characters) to the teacher, highlighting any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.
6. Students should click the **Save** button at the bottom of the screen which returns them to their recommendation status page. *At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.*
7. From here, student will see the status for all Teacher Recommendations requests that have been made.

Screenshot: Letter of Recommendation link under Colleges Tab

Naviance High School Logged in as: Henry Aaron (log out) Manage my account

family connection

Here are all the tools for getting into cool schools

home courses **colleges** careers about me my planner

search for colleges: Go
MORE SEARCH OPTIONS >>

resources
> transcripts
> test scores

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > letters of recommendation

- > Upcoming college events
- Upcoming college visits
No upcoming visits.

Screenshot: Add Request button

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Letters of recommendation

Your requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 0 requests Add Request

Recommendation For ▾	Deadline ⇅	Recommender(s)	Status ⓘ	Cancel Request
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Your recommendation requests will show up here.

Add Request

Screenshot: Steps 1-3

Letters of recommendation

Add new request

Here you can ask a teacher to write a letter of recommendation for schools in your Colleges I'm Applying To list. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?*

[Cancel](#) [Save](#)

2. Select which college(s) this request is for:*

<input type="checkbox"/> All	Colleges I'm Applying To ▾	Due †
<input type="checkbox"/>	Bates College 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input checked="" type="checkbox"/>	George Mason University 2 required / 2 allowed / 0 requested	Jan 15, 2017
<input type="checkbox"/>	Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 0 requested	Jan 15, 2017
<input checked="" type="checkbox"/>	St. Lawrence University 2 required / 3 allowed / 0 requested	Feb 01, 2017
<input type="checkbox"/>	Tufts University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input checked="" type="checkbox"/>	University of Virginia 0 required / 2 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Wesleyan University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Williams College - required / - allowed / 0 requested	Jan 01, 2017

While you can select the schools that a teacher's letter will go to, understand that the teacher will likely be writing one letter to be sent to all schools you select.

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

Dear Mrs. Dean,
Thank you for writing a recommendation for me.
I loved your class and think you could help talk about my interest in x, y, and z.

2538 characters remaining

[Cancel](#) [Save](#)

Screenshot: Recommendation Status page and confirmation message

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Way to go! Virginia Dean will be notified of this recommendation request for 3 colleges.

Letters of recommendation

Your requests

You can track the most recent status of your teacher recommendation requests here.

Showing 17 requests

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
Bates College 2 required / 3 allowed / 3 requested	Jan 01, 2017	Really Long Named T... Cheryl Rostad John Vine	Requested In Progress Submitted	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
George Mason University 2 required / 2 allowed / 2 requested	Dec 01, 2016	Virginia Dean John Vine	Requested Submitted	<input checked="" type="checkbox"/> <input type="checkbox"/>