

Features: You may print instructions and/or view the [Video](#):

- Teachers will begin taking requests for letters of recommendation the day after Labor Day.
- Students must first complete the Teacher # 1 Student Info Sheet. Go to “Surveys” in the “About Me” section of Naviance to find the survey. This is your opportunity to tell the teacher what you enjoyed or gained from being in the class. You may highlight a project, presentation or assignment that you would like the teacher to recall. There will be two Student Info Sheets available, in case you need two separate recommendations for a school. In your note to the teacher at the bottom of your request, let the teacher know if they should view your request in Teacher #1 or #2.
- Letters of recommendation page is accessible in Naviance Student from **Colleges > Apply to College > Letters of Recommendation.**
- Students will see # of requests required, allowed, and requested for colleges in their Colleges I'm Applying to list.
- Students select the **specific college(s)** they want a **specific teacher** to write a recommendation. A notification will display if the college does not allow letters of recommendation or if you have already requested the max amount allowed.
- **DO NOT** select *All current and future colleges I add to my Colleges I'm Applying to list* be sent. Teachers will write for the schools that you request. **If you add a school later, you must email the teacher again and request a letter for that school.**
- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college.
- **Optional teacher letters of recommendation should only be requested to explain a personal challenge or difficulty, not simply to add to the application. Do not request an “optional” letter to “pad” your application.**
- Students will see their requests as well as the status (*Requested, In Progress, Submitted, and Cancelled*).
- Students will see the submission date and time of each letter of recommendation for each college or university requested. Students will see the date/time of each status change, as well as the name of the user who made the change
- If a student deletes an application, the associated letter of recommendation requests will not be displayed on the LOR status page; if the application is restored, the LOR requests will re-appear in the student's list of requests.

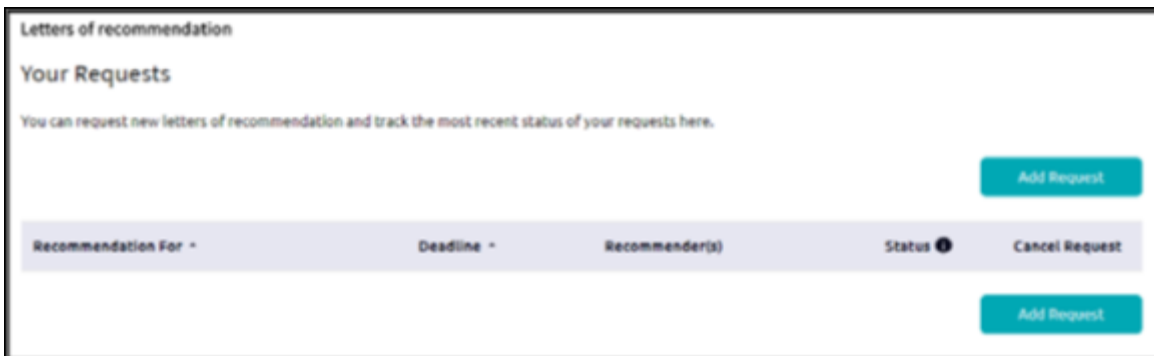
## LOR Request Data

Column Heading Title	Description
<b>Recommendation For</b>	The application associated with the request
<b>Deadline</b>	The <b>deadline associated with the application</b> , based on when the student indicated she/he is applying
<b>Recommender</b>	The recommender associated with the request
<b>Status</b>	The status of the LOR request:  <b>Requested:</b> Student has requested LOR  <b>In Progress:</b> Teacher has written the LOR  <b>Submitted:</b> High School faculty member has sent the LOR to the designated college(s), date and time of submission will be displayed for each college/university  <b>Cancelled:</b> Either the student, teacher, or counselor has cancelled the request.
<b>Cancel Request</b>	Students will have the option to cancel a LOR request in the "Requested" state; in any other state, the student sees messaging to contact their teacher or counselor for help.

## Steps to Request a LOR

1. From Naviance Student, Navigate to **Colleges > Apply to College > Letters of Recommendation**.
2. To get started, click **Add Request**.

*The Add New Request page displays.*



The screenshot shows the 'Letters of recommendation' page. Under the heading 'Your Requests', there is a sub-heading 'Your Requests' and a note: 'You can request new letters of recommendation and track the most recent status of your requests here.' To the right of this text is a teal 'Add Request' button. Below this is a table header with columns: 'Recommendation For', 'Deadline', 'Recommender(s)', 'Status', and 'Cancel Request'. To the right of the 'Status' column is another teal 'Add Request' button.

3. Enter information for Steps 1-3.

**Step 1:** Select a teacher from the drop-down list.

If a teacher is not available from this list, they must be added to the Teacher List in Naviance. Report this to the College Center. If a student has already asked a teacher for a recommendation, a notification will display.

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

Teacher, Kyli

*You've already asked Kyli Teacher to write a recommendation for all applications.*

**Step 2:** Request the recommendation **ONLY** for a specific college(s) from your Colleges I'm Applying To list. **Do NOT** select: All current and future colleges you add to Colleges I'm Applying to. You must have this college in your list of "Colleges I'm applying to" or the teacher cannot submit the letter.

**Do not select the following the option below:**

- 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**

Example LOR messages: Choose the **specific college** from your "Colleges I'm Applying to" list. The requested teacher will then send **ONLY** to this college. You may request additional letters from this teacher later, but should then send another request for that specific college.

**Choose specific colleges from your Colleges I'm Applying To list**

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	American University 1 required / 3 allowed / 3 requested <i>You've already requested the maximum allowed. Cancelling an existing request will enable you to make a new one.</i>	Jan 15 2019
<input type="checkbox"/>	Auburn University 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jan 15 2020

**Step 3:** Your teacher will view your "Student Info Sheet" in "Surveys" and your Student Self-evaluation form for information to assist in writing the letter. If you have additional information you would like the teacher to know, please include that information in the box provided and thank the teacher for writing your letter. Also, let the teacher know if you have designed him/her as Teacher #1 or Teacher #2, for information about you.

Click **Submit Request** A green status bar shows the teacher's name and the number of requests for the student.