Student Instructions to Request Teacher Letters of Recommendations on Naviance

Step 1 – Log on to Naviance

Step 2 - Notes of Recommendation link
- From the Colleges tab in Family Connection, click on the “Letters of Recommendation” link under the My Colleges section.

Step 3 - Add Request button
- On the Letter of Recommendation Request page, click on the blue “Add Request” button to submit your requests, one teacher at a time or for all applications.
Steps 4 and 5 - Select Teacher, Colleges or All Applications

- Select a teacher from the drop-down menu.
  - Teachers will only be available in this drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this teacher drop-down menu.
  - If a teacher is missing from the drop-down list, contact Guidance.
  - You need to determine if you want the teacher to write a letter of recommendation for specific colleges on your *Colleges I'm Applying To* list or for all current and future colleges they add to their list. Click the Radio button for selection.

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***Scenario 1 - Specific College***
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- **Scenario 1:** If you select *Choose Specific Colleges* from your *Colleges I'm Applying To* list, all colleges show in your list. You should check the box for the specific college(s) teachers should write recommendations.
  - You can add a personal note (up to 3000 characters) to the teacher and highlight any important aspects of your 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.
  - Click the Submit Request button at the top or bottom of the screen which returns you to your 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.
***Scenario 2 – All Applications***

- **Scenario 2**: If you select **All current and future colleges I add to my Colleges I’m Applying To list**, colleges on your list are not shown. (*Selecting this option indicates you want the teacher’s recommendation to be submitted to every college you apply.*)
  - You can add a personal note (up to 3000 characters) to the teacher and highlight any important aspects of your 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.
  - Click the **Submit Request** button at the top or bottom of the screen which returns you to your 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.*

**Step 6 - Recommendation Statuses**

- From here, you will see the status for all Teacher Recommendations requests that have been made. *(All applications or college specific)*