

How to Request Letters of Recommendation in Naviance

After requesting a letter in person, follow these steps:

- 1) Log into Naviance. Hover over “Colleges” tab near top right, then scroll down and choose “Apply to College.”
- 2) Click “Letters of Recommendation.”
- 3) Click on “Add Request.”
- 4) For question 1, add your teacher to the list by selecting their name from the drop down list.
- 5) For question 2, click **“All current and future colleges I add to my Colleges I’m Applying to List.”**
- 6) For question 3, type in a personal message for your teacher.
- 7) Click “Submit Requests.”

If you require a Counselor recommendation see your school counselor.

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