

Recommendation Request Process

Counselor Letter Request

Step 1: Complete the “Counselor Rec Brag Sheet” in Naviance (under the ‘About Me’ tab > ‘My Surveys>’Surveys Not Started”), if you haven’t already done so.

Teacher Recommendation Letter Request

Step 1: Decide which 1 to 2 teachers to ask for a recommendation and request your letters. You **MUST** ask your teachers in person, through email, or via Google Meet!

Step 2: Once the teacher(s) agree to write your letter of recommendation, fill out the “Teacher Rec Request Form 1” on Naviance (under the ‘About Me’ tab > ‘My Surveys>’Surveys Not Started’). If you are asking 2 teachers, you must also fill out “Teacher Rec Request Form 2.” There are two separate Teacher Rec Request Forms for you to complete.

Step 3: You must make a formal request to the teacher through Naviance (after you ask them in person, through email, or via Google Meet). Making the request through Naviance allows the teacher to upload the letter electronically. The guidance department will send the letters to your schools through Naviance.

- Log on to Naviance
- Click “Colleges” tab
- Click “Home”
- Scroll down and in the “Apply to Colleges” box, click on “Letters of Recommendation”
- Click “Add Request” and select the teacher you are asking for a recommendation. Select “All current and future colleges I add to my Colleges I’m Applying to list.” Please leave a personal note thanking them for agreeing to write the recommendation and give them any pertinent information regarding your applications, like due dates, etc.
- Submit your request.
- Repeat process for each teacher you are requesting a letter from (2 total)

Step 4: It is your responsibility to follow up with your teachers regarding application deadlines. Please give your teachers at least two weeks notice for deadlines. You can check to see if your letter has been uploaded through Naviance. Don’t be afraid to send your teachers a friendly reminder email if your deadline is approaching. Please note: you will not be able to view the actual letter in Naviance – you will see a status of “Requested,” “In progress” or “Completed/Submitted.” “Requested” means you sent the teacher the Naviance request link. “In progress” means that the letter is in Naviance (only the counselor/teacher can view). “Completed/Submitted” means the letter was sent.

Step 5: Once your teacher has submitted their letter of recommendation, it is proper etiquette and good practice to write a thank you note for their efforts on your behalf.