

Requesting a Teacher and Counselor Letters of Recommendation in Naviance

You should ask for recommendations as early in the application process as possible and then provide them with the **completed** Personal Data form at least **two weeks** before the application is due. After you have asked the recommender, you will need to request the letter of recommendation in your Naviance Student account in order for them to complete the process.

The Naviance Student process for requesting teacher/counselor recommendation is as follows:

- ✓ Colleges
- ✓ Apply to College
- ✓ Letters of Recommendation
- ✓ Add Request
- ✓ Select Teacher
- ✓ Select **Which colleges this request is for?**
- ✓ Include a personal note to the recommender (i.e. deadlines, specific instructions) ✓ Click **Submit Request**

**If a college/university recommends or requires a letter of recommendation from your school counselor, please fill out the personal data sheet and meet with your counselor. Counselors are not included on the teacher list through Naviance.

Thank You Notes are Very Important

Once you have been informed that the recommendation has been written, **it is important** to write a thank you note. Someone, who is taking the time to do something this **special** for you, deserves a written thank you acknowledging your gratitude. Writing a recommendation often represents several hours of work on your behalf, so it is important to express your appreciation.