

## Letter of Recommendation Instructions

Students can now request Letter of Recommendations through Naviance.

Your requests will appear on your **Teacher Recommendations** page in Naviance.

Teacher Recommendations

requests

Grade/Class: class of 2018 (grade 12)

Request Status: All recommendation requests

Student	Request Date	Note	College	Action	Status	Deadline
	11/15/2017 11:20 AM	N/A	All Applications	Upload file	Requested	

Process selected recommendation requests: Select... Go

Teachers can update the status of requests with either: Requested, In Progress, Submitted or Cancelled.

- 1) To upload the letter:** Select the Upload File option. This will take you directly to the students e-docs page in Naviance (see below).

eDocs Options

Naviance eDocs: Start to Finish

Quick Links

- send a message
- college compare
- college match
- college search
- add scholarships
- scholarship match
- print folder

Change Student

Last name search:  Go

Browse by Alphabet

A B C D E F G H I  
J K L M N O P Q  
R S T U V W X Y  
Z

General Courses Plan Scores Assessments Colleges eDocs Resume Scholarships Journal Documents Careers Success Plan Post-grad

Student Details Prepare

Common App **NOT MATCHED** CA FERPA Waiver **INCOMPLETE** Active Transcript **INITIAL**

Documents Checklist ^ Hide

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<input checked="" type="checkbox"/> Initial Transcript <input type="checkbox"/> Transfer Transcript <input type="checkbox"/> Written Evaluation <input type="checkbox"/> Other School Report <input type="checkbox"/> Leaving Exam Results <input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> NACAC School Report <input type="checkbox"/> Current Courses	<input type="checkbox"/> Mid-year Transcript <input type="checkbox"/> Optional Transcript <input type="checkbox"/> OR Explanation of Change <input type="checkbox"/> Other Optional Report <input type="checkbox"/> MR Explanation of Change <input type="checkbox"/> Other Mid-year Report <input type="checkbox"/> Grade Report/Report Card <input type="checkbox"/> Common App Mid-year Report <input type="checkbox"/> Common App Optional Report <input type="checkbox"/> NACAC Mid-year Report	<input type="checkbox"/> Final Transcript <input type="checkbox"/> Other Final Report <input type="checkbox"/> FR Explanation of Change <input type="checkbox"/> Common App Final Report	<input type="checkbox"/> Common App Teacher Evaluation <input type="checkbox"/> Letter of Recommendation

Teacher Documents + Add

Type	Author	Date	Size	Actions
(Requested) Letter of Recommendation (All Applications)	Kristen Harper			Upload

No documents have been added.

- 2) You can now select either the Upload button or the +Add button next to Teacher Documents to load your letter. Now find the file and upload.**

Add a Teacher Document

Upload a File Prepare a Form

Application: All Applications

Type: Letter of Recommendation

File Name:

Choose File Browse

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute.

Cancel Upload File

Add a Teacher Document

Upload a File Prepare a Form

Type: Common App Teacher Evaluation

Cancel Prepare Form

Note\*\* If the student is using the Common Application (ask them or just do it just in case) **you MUST** complete the Teacher Evaluation form as well. Select Prepare a form and complete the Common App Teacher Evaluation. Also, under the Ratings section, **you MUST** complete the ratings for the student.