

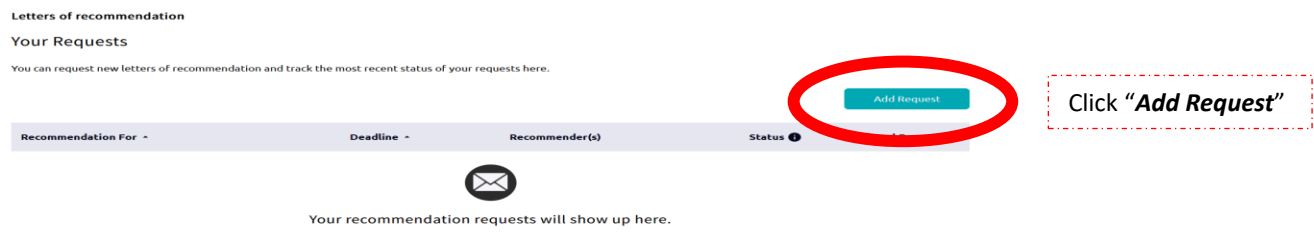
Requesting Letters of Recommendation & Common Application Supporting Documents

General Info:

- ✓ If you are applying via the **COMMON APPLICATION**, you **MUST** request a LOR & Common App supporting documents from your counselor. **Your transcript is a part of this “bundle” & will not be sent until you request the LOR & your request is processed.**
- ✓ The Letters of Recommendation page is accessible in Naviance at **Colleges > Apply to College > Letters of Recommendation**
- ✓ You must have colleges listed in your **Colleges I’m Applying To** list **before** you can request a LOR
- ✓ When requesting a LOR from a **TEACHER**, students will choose **SPECIFIC Request**. Under each college, students will see information on the number of LORs required, allowed & requested, if available for that institution.
- ✓ When requesting a LOR from your **COUNSELOR**, students will choose **GENERAL Request**. Make sure to include a note to the counselor stating what college(s) you need your LOR sent to.
- ✓ Naviance will prevent a student from requesting more than the max number of LORs allowed by a college.
- ✓ Students will see their requests, as well as the status (*Requested, In Progress, Submitted, Cancelled*).
- ✓ Students will be able to see the submission date & time of each LOR for each college requested. Students will see the date/time of each status change, as well as the name of the user who made the change.
- ✓ If the student deletes an application, the associated LOR request will not be displayed on the LOR status page. If the application is restored, the LOR requests will re-appear in the student’s list of requests.

* * Steps to Request a LOR * *

→ Once in Naviance, go to **Colleges > Apply to College > Letters of Recommendation**



→ When the **Add New Request** page displays, enter information requested in #s 1-3

1. Select Recommender (teacher or counselor) from drop down menu.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select recommendation type –

- a. Choose **General Request** if requesting a LOR from your **counselor**.
- b. Choose **Specific Request** if requesting a LOR from a **teacher**.

- When requesting from a teacher, be sure to select what college(s) you want that teacher to submit a LOR for you.

2. Select the recommendation request type:*

General request
Select this if you are ready to request a recommendation without selecting a specific college

Specific request
Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Harvard University 2 required / 3 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	Rice University 2 required / 2 allowed / 0 requested	Nov 01 2023
<input type="checkbox"/>	Stephen F Austin State University 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jul 31 2024
<input type="checkbox"/>	Texas A & M University-College Station 0 required / 2 allowed / 0 requested	Dec 01 2023

3. Include a personal note to your recommender. This is especially important when requesting a LOR from your counselor – include what college(s) you want the counselor to submit a LOR for your to. ****If you are applying via Common Application, state this here & request all supporting CA documents along with your LOR.**

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

EXAMPLE: Please submit a LOR and all Common App supporting documents to the following schools: Rice, Harvard, Univ of Chicago.

2871 characters remaining

→ Click **Submit Request**

2871 characters remaining

PLEASE ALLOW 10 BUSINESS DAYS TO COMPLETE LOR REQUEST

Help your teacher/counselor write a solid LOR for you – Provide them with the following ...

→ A copy of your updated resume

→ Completion of your **Student Bragg Sheet** in Naviance

- Naviance > click on **About Me** tab at top > go to **Surveys** on the right > click on **Surveys From Your School** > under **My Surveys** click on **2025 Student Brag Sheet**
 - Answer all questions with fidelity! You have an hour to complete survey before being timed out – save your work by clicking the **Update** button at the bottom.
 - No need to print a copy for your teacher / counselor – they have access to it in their Naviance account!

Careers Colleges Planner **About me** EN

- About me home
- Documents and notes
- Document resources
- Resume
- Goals
- Portfolio

Surveys

- Surveys from your school**

2025 Student Brag Sheet

NOT STARTED