

Requesting Teacher Recommendations in Naviance

Step-by-step electronic request instructions

Before you start

- **Ask in person first.** Speak with each teacher and get their agreement before submitting an electronic request.
- **Check each college's requirements.** Most allow a maximum of 2 teacher letters; some accept only 1.
- **Common App applicants:** your Common App account must be created and the FERPA waiver completed before you can continue.

Submitting the request

1. Log in to your Naviance Student account using **Single Sign-On**. Enter your Roslyn email and Roslyn Google account password.
2. From the home page, click **Colleges** → **Colleges I'm Applying To** → **Letters of Recommendation**.
3. Click the blue **Add Request** button.
4. Select a teacher from the drop-down list.
5. Choose **All current and future colleges** — unless you want this teacher's letter sent only to specific colleges.
6. Add a personal note or thank-you, and **tell the teacher your earliest deadline**.
7. If you are applying through the Common App, remind the teacher that they must **upload a letter AND complete the Common App Teacher Evaluation form — in Naviance only**.
8. Click **Submit Request**. You can track the status of each request on the same page.

DO NOT add Roslyn teachers or your counselor as recommenders in your actual Common App.

All Roslyn recommendations are sent through Naviance.

Questions? See your school counselor.