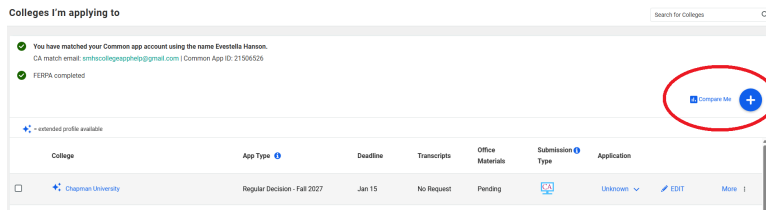
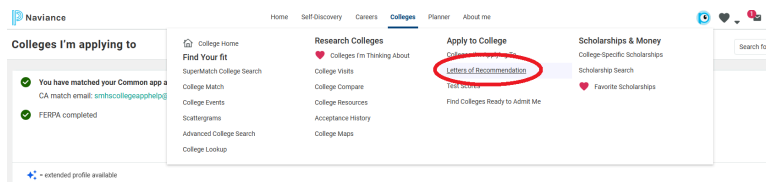


Requesting Teacher Letters in Naviance

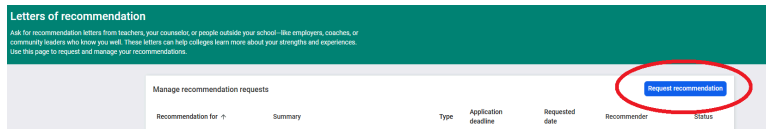
1. Make sure you have completed matching your Common App to Naviance first. After that, add any non-Common App schools that will require a teacher letter. On your “College I’m Applying to” page, click the plus sign in the upper right



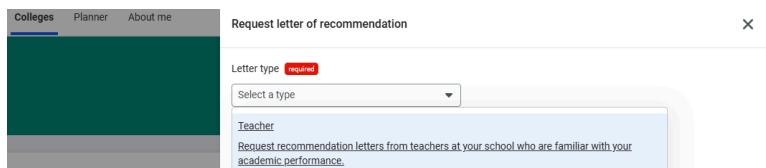
2. After you add any non-Common App schools, at the top of the page you select College and then Letters of Recommendation



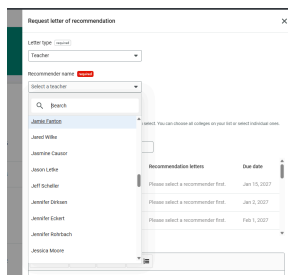
3. Click “Request Recommendation”



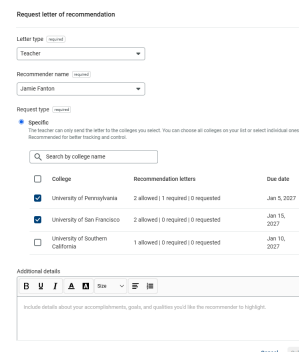
4. On the drop down for letter type, select “teacher” (it will be your only option)



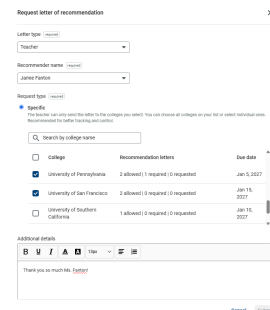
5. Select your teacher from the list



6. Select the colleges that you want your teacher’s letter to be sent to. ***CAREFUL!*** Some colleges only take one teacher letter. If you’re applying to any schools like that, such as USC in the sample picture below, only invite the one teacher you want sending a letter. After you send an invite for USC, the system will NOT let you send another teacher invitation for that school.



7. The “Additional Details” box is optional. Anything important you need your teacher to know, you should send to them separately from this form. You can use this box for a nice thank you message



8. Repeat the process if you have a second teacher writing you a letter of recommendation

9. Be sure to write your teacher a nice thank you note/card, and keep them in the loop on where you ultimately go to college!

