REQUESTING TEACHER LETTERS OF RECOMMENDATION VIA NAVIANCE

1. From the Colleges tab in Family Connection, students will click on a new link under the My Colleges section, titled **Letters of Recommendation**.
2. On the recommendation request page, students will click on the blue **Add Request** button to submit their requests, one teacher at a time or for all applications.
3. The student should select a teacher from the drop-down list. *If the teacher is missing from the drop-down list, students should contact a school staff member.*
4. The student should determine if they want the teacher to write a letter of recommendation for specific colleges on their College's I'm Applying to list or for all current and future colleges they add to their list.
5. Click the **Radio** button next to the appropriate selection.
6. **Scenario 1:** If the student selects **Choose specific colleges from your Colleges I'm Applying To list**, all colleges show in student's list. The student should check the box for the specific college(s) teacher should write recommendations.
7. **Scenario 2:** If the student selects **All current and future colleges I add to my Colleges I'm Applying To list**, colleges on student's list are not shown. (*Selecting this option indicates you want the teacher's recommendation to be submitted to every college you apply.*)
8. The student can add a personal note (up to 3000 characters) to the teacher and highlight any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.
9. The student should click the **Submit Request** button at the top or bottom of the screen which returns them to their recommendation status page. *At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.*
10. From here, he or she will see the status for all Teacher Recommendations requests that have been made. (*All applications or college specific*)

**Screenshot: Step 1 - Letters of Recommendation link**
**Screenshot: Step 2 - Add Request button**

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

<table>
<thead>
<tr>
<th>Recommendation For</th>
<th>Deadline</th>
<th>Recommender(s)</th>
<th>Status</th>
<th>Cancel Request</th>
</tr>
</thead>
</table>

Your recommendation requests will show up here.

**Screenshot: Steps 3 and 4 - Select Teacher, Colleges or All Applications**

Letters of recommendation

**Add new request**

Here you can ask a teacher to write you a letter of recommendation. If you don’t have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. **Who would you like to write this recommendation?**
   - Select a teacher

2. **Select which colleges this request is for:**
   - Choose specific colleges from your Colleges I’m Applying To list
   - Looks like you don’t have colleges in your list yet. Click [here](#) to add.
   - All current and future colleges I add to my Colleges I’m Applying To list.

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

   3000 characters remaining

* Indicates a required field
**Screenshot: Scenario 1 Specific College**

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don’t have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

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

   Virginia Dean

2. Select which colleges this request is for:*

   - Choose specific colleges from your Colleges I’m Applying To list

<table>
<thead>
<tr>
<th>Colleges I’m Applying To</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Mason University</td>
<td>Jan 15, 2017</td>
</tr>
<tr>
<td>2 required / 2 allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td>Fashion Institute of Design and Merchandising - Orange County</td>
<td>Jan 15, 2017</td>
</tr>
<tr>
<td>2 required / 3 allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td>St. Lawrence University</td>
<td>Feb 01, 2017</td>
</tr>
<tr>
<td>2 required / 3 allowed / 0 requested</td>
<td></td>
</tr>
</tbody>
</table>

**Screenshot: Scenario 2 All Applications**

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don’t have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

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

   Select a teacher

2. Select which colleges this request is for:*

   - Choose specific colleges from your Colleges I’m Applying To list

   Looks like you don’t have colleges in your list yet. Click here to add.

   - All current and future colleges I add to my Colleges I’m Applying To list ①
Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

<table>
<thead>
<tr>
<th>Recommendation For -</th>
<th>Deadline</th>
<th>Recommender(s)</th>
<th>Status</th>
<th>Cancel Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Applications</td>
<td>See applications</td>
<td>Kelsoy Teacher</td>
<td>Requested</td>
<td>X</td>
</tr>
<tr>
<td>Drexel Institute of Technology (not a real college)</td>
<td>Dec 15 2016</td>
<td>Laura Teacher</td>
<td>Requested</td>
<td>X</td>
</tr>
</tbody>
</table>