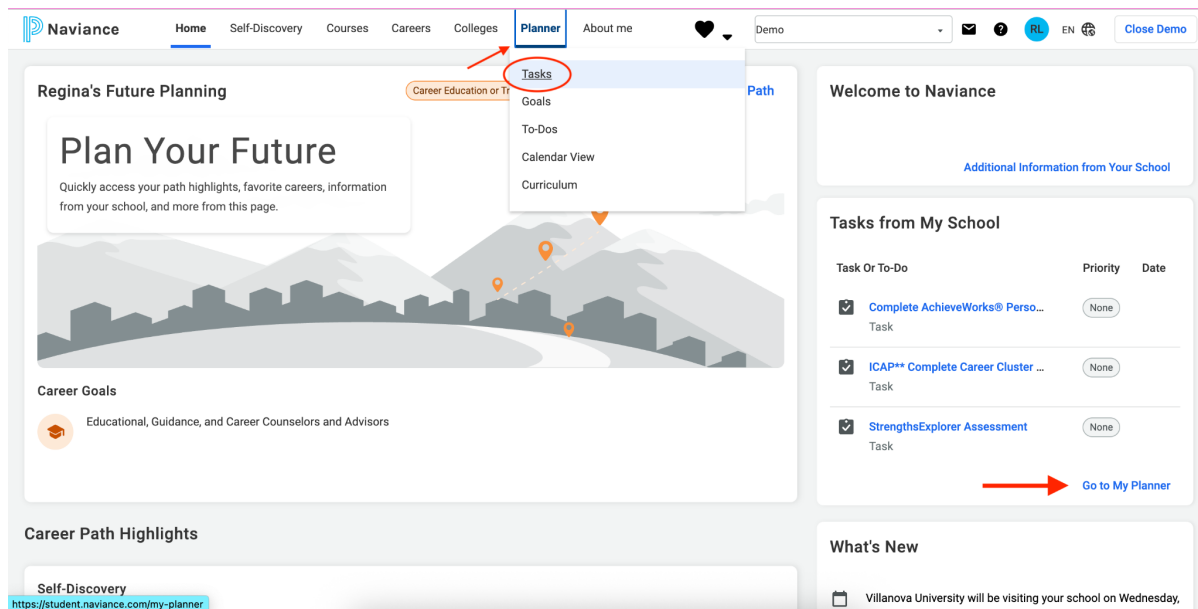
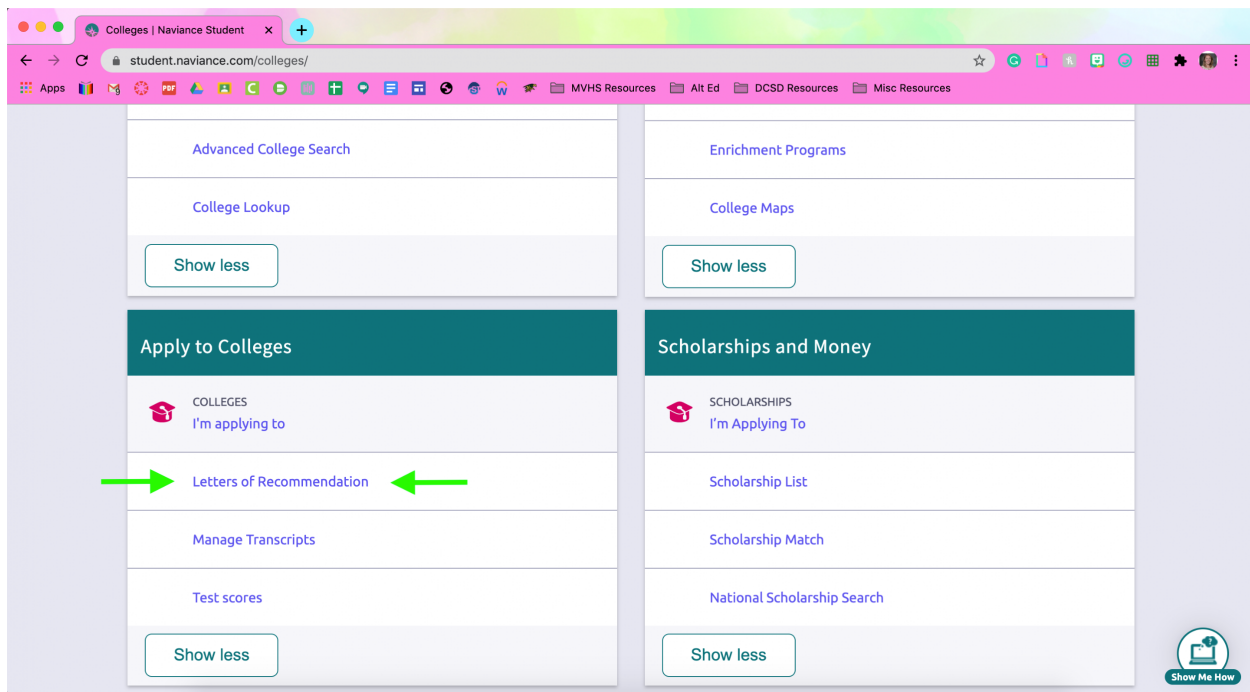


HOW TO REQUEST A LETTER OF RECOMMENDATION FROM A TEACHER

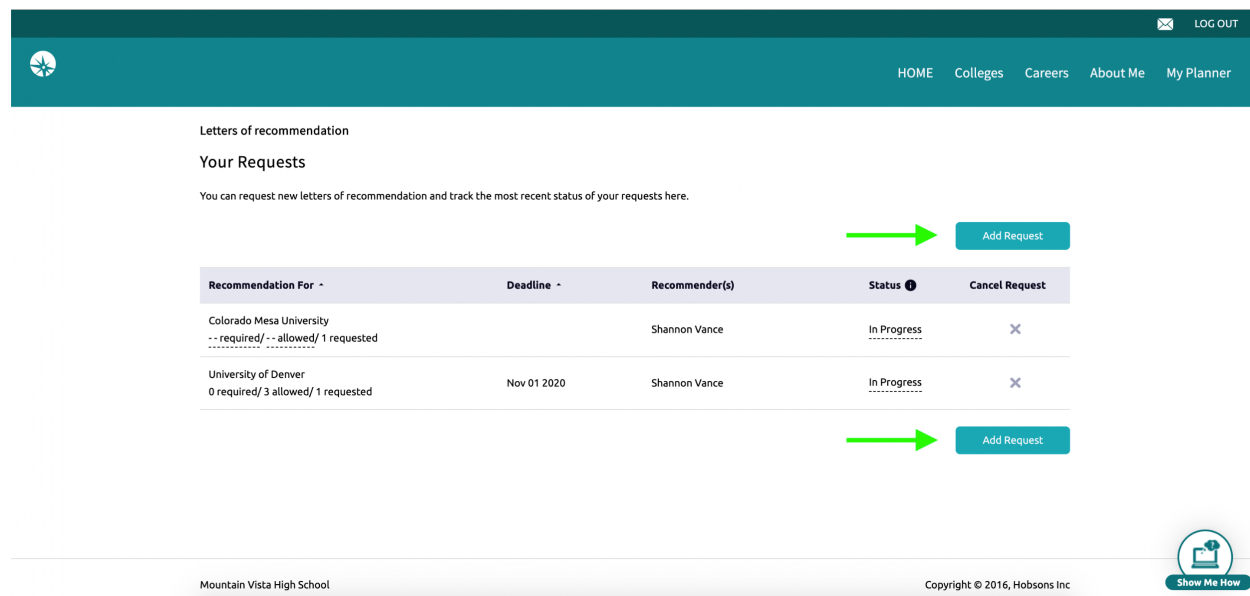
1. Complete the Letter of Recommendation Profile on Naviance. Go to **Planner** → **Tasks** → **Tasks you Need to Work On** → **My Letter of Recommendation Profile**. This will allow your profile to be available to any staff member if you need multiple letters of recommendation.



2. Ask a teacher in person to write a recommendation. Make your request **AT LEAST 1 month** before your deadline. If the teacher agrees,
3. Log into Naviance ASAP. ***This step is required to complete a request***
4. Go to Colleges Home, Scroll down to Apply to Colleges, and Click Letters of Recommendation



5. Click Add Request



6. a) Select a teacher to write this recommendation.

THIS TEACHER MUST HAVE ALREADY AGREED TO WRITE YOU A LETTER or they may decline your request. A teacher may request that you complete the Letter of Recommendation Profile in Naviance. Select a few sections of the profile to list your accomplishments and interests.

b) Select "All current and future colleges..."

c) Submit Request



[HOME](#)
[Colleges](#)
[Careers](#)
[About Me](#)
[My Planner](#)

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!

Cancel

Submit Request

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

Select A Teacher

2. Select which colleges this request is for:*

☒ All current and future colleges I add to my *Colleges I'm Applying To* list

*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

☐ Choose **specific** colleges from your *Colleges I'm Applying To* list

☐ Select All	Colleges	Due
☐	Colorado Mesa University -- required / -- allowed / 1 requested	
☐	Colorado State University-Fort Collins 0 required / 3 allowed / 0 requested	May 15 2021
☐	University of Denver 0 required / 3 allowed / 1 requested	Nov 01 2020



Show Me How

- Be aware of the number of letters allowed by the college. For example, if the college will only accept two letters, do not ask three teachers for a letter. If you request three letters, the system will send the first two letters, which may not be the ones you want to be sent.
- Keep an eye on college deadlines. If you see the letter has not been written, check in with that teacher with a friendly reminder.

If a college requires a Counselor Letter of Recommendation (different from the Common App Secondary School Report), you must talk directly to your counselor to make the request. Counselors may request that you complete the Letter of Recommendation Profile in Naviance. You must make your request **ONE MONTH** prior to your earliest deadline.

Check out the [MVHS Letter of Recommendation Guidelines](#) for more info