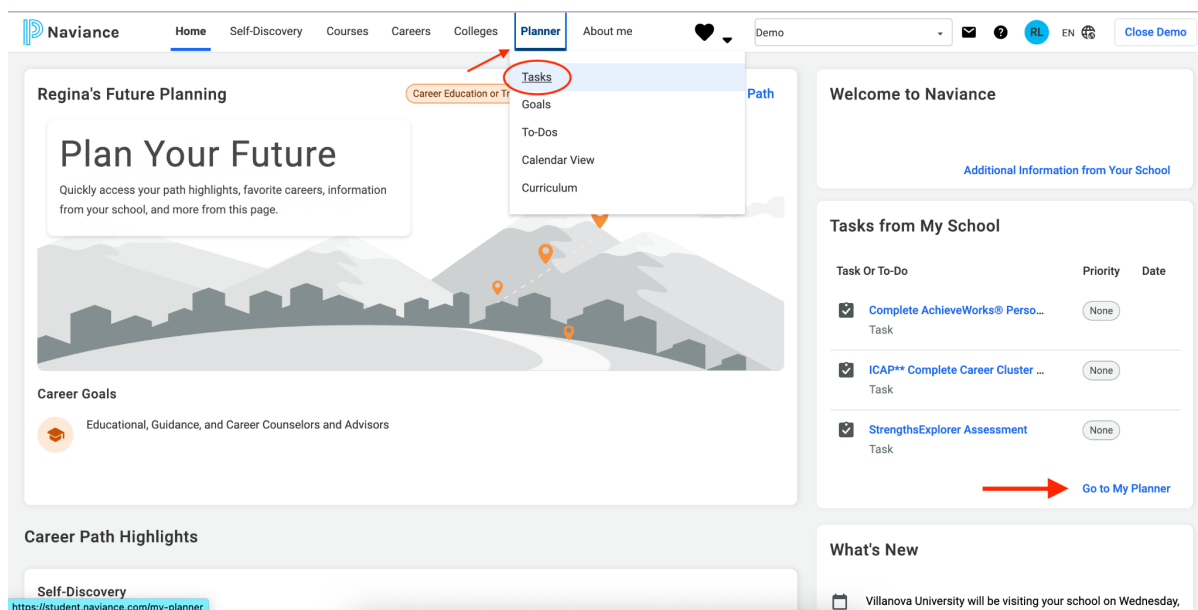


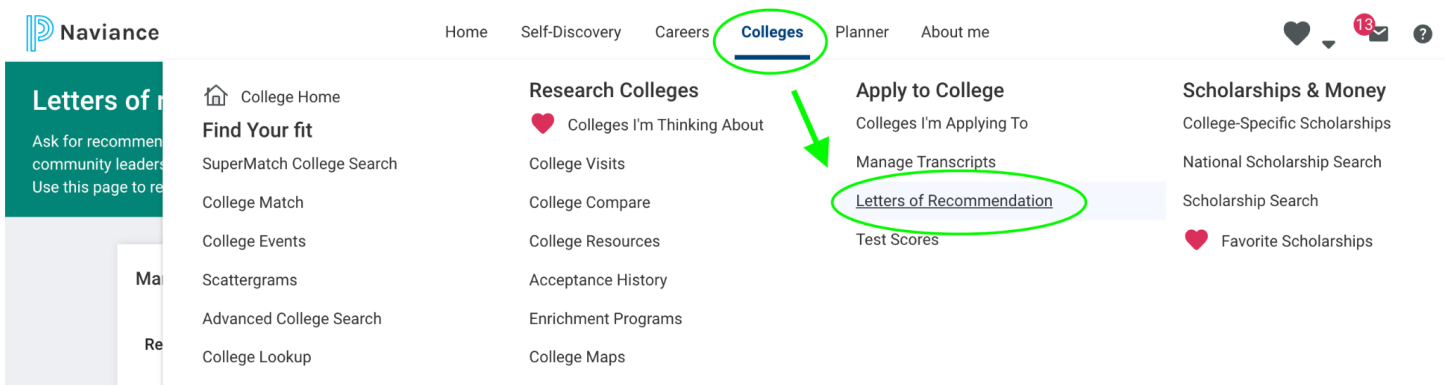
HOW TO REQUEST A LETTER OF RECOMMENDATION FROM A TEACHER

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

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, Apply to Colleges, and Click **Letters of Recommendation**



5. Click Request Recommendation

Letters of recommendation

Ask for recommendation letters from teachers, your counselor, or people outside your school—like employers, coaches, or community leaders who know you well. These letters can help colleges learn more about your strengths and experiences. Use this page to request and manage your recommendations.

Manage recommendation requests

Recommendation for ↑	Summary	Type	Application deadline	Requested date	Recommender	Status
No recommendation requests yet. Click Request recommendation to get started.						

Recommendation tips

- Request recommendations at least 3 to 4 weeks before your application deadline.
- Share information about your achievements and goals in the **Additional details** section.
- Track all requests from this dashboard, including the status of the email sent to the recommender.
- Send a thank you note to the recommender.

6. a) Select Letter Type: “Teacher”

Request letter of recommendation

Letter type required

Select a type

Teacher

Request recommendation letters from teachers at your school who are familiar with your academic performance.

b) 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.

Request letter of recommendation

Letter type required

Teacher

Recommender name required

Select a teacher

Search

- Aaron Modert
- Adam Woody
- Alex Sabot
- Allen Chapman
- Amy Montague
- Angela Lowell
- Ann Ryan

Cancel Submit

c) Select Request Type: “Open”

Request letter of recommendation

Request type required

☒ **Open**
The teacher can send the letter to any college you add to your list now or in the future.

☐ **Specific**
The teacher can only send the letter to the colleges you select. You can choose all colleges on your list or select individual ones. Recommended for better tracking and control.

You have no colleges on your application list. Add colleges to request specific recommendations.

Additional details

B U *I* **A** **■** Size ▼

Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

3000 characters remaining

[Cancel](#) [Submit](#)

d) Submit Request

7. 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.
8. 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.