

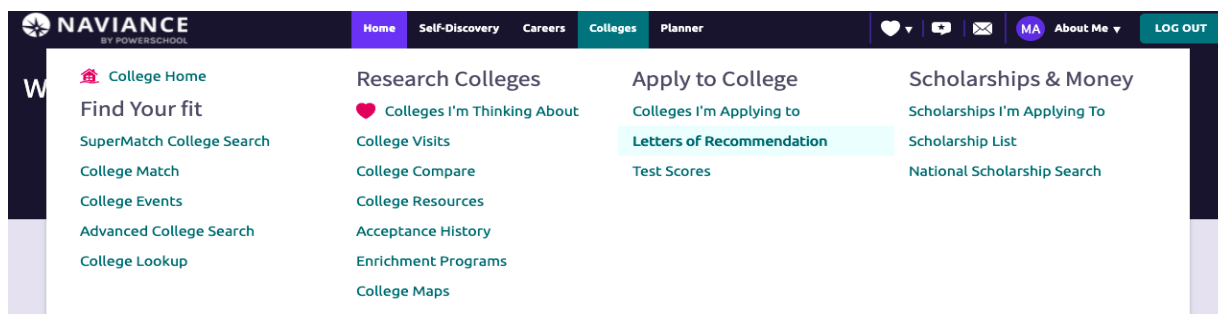
Naviance Instructions for Students to Request Teacher Recommendations

Important: Students should talk to their teacher in person BEFORE requesting a recommendation through Naviance.

Step 1: Log into your Naviance account.

Step 2: Click on the Colleges tab at the top, then "Letters of Recommendation".

Step 3: Click on "Add Request"



Step 4: Select teacher's name from the dropdown menu, select "General Request" (if you have questions about this, see Mrs. Cairney), and write a brief note using the example in the screenshot below as a guide. **Note:** DO NOT do this step to request your school counselor recommendation. Their letter will be sent with your transcript request.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

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

Faketeacher, Faketeacher

2. Select the recommendation request type:*

☒ General request
Select this if you are ready to request a recommendation without selecting a specific college

☐ Specific request
Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list
Looks like you don't have colleges in your Colleges I'm Applying To list yet. Click [here](#) to add.

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

Dear Mr. Faketeacher,
Thank you so much for agreeing to write my letter of recommendation! My first deadline is on 11/1. Please let me know if you need any additional info from me!

Best,
Student!

2804 characters remaining

Step 5: If you have a college that requires more than one teacher recommendation, repeat the steps above for your second teacher. **Note:** DO NOT request teachers through the CommonApp

Step 6: Email your teacher to let them know you have requested their recommendation via Naviance.

Remember to send a handwritten thank you note to your teacher for writing your recommendation!