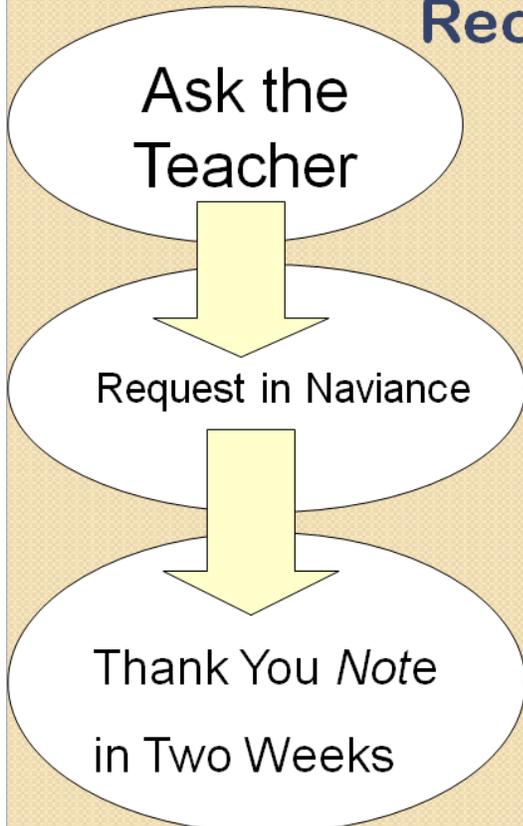


Teacher Letters of Recommendation



- FIRST Check to see if your schools require a letter of recommendation
- Face to face request is important (NOT e-mail)
- Choose a core academic teacher that will best represent you as a student.
- Give *at least* two weeks notice
- Request officially via Naviance in the “Colleges” tab
- Thank the teacher

To Request a Letter of Recommendation in Naviance:

- From the **Colleges** tab in Family Connection, students will click on a new link under the “My Colleges” section, titled *Letters of Recommendation*.
- On the recommendation request page, students will click on the blue “Add Request” button to submit their requests, one teacher at a time.
- Step 1: The student should select a teacher from the drop-down list.
- Step 2: Student should review the colleges listed directly from the “Colleges I’m Applying To” list and check one or more boxes to indicate where the teacher should be sending the letter of recommendation.
- Step 3: Students can add a personal note (up to 3000 characters) to the teacher.
- Students should click the **Save** button at the 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.
- From here, he or she will see the status for all Teacher Recommendations requests that have been made.