

Letters of Recommendation

How to request letters of rec for college applications

Letters of Recommendation - Procedures & Etiquette

- ▶ When you ask someone to write a letter of recommendation, you should always first ask them in person.
- ▶ This allows them to let you know if they have the availability to write it by the time you need the letter, and gives them the opportunity to discuss further details with you, ensuring a quality recommendation.

Letters of Recommendation - Procedures & Etiquette

- ▶ If the person you've asked agrees to write you a recommendation letter, you **MUST** email the individual person with the following information as soon as possible:
- ▶ **Where is the letter going?**
 - ▶ List schools, programs, scholarships specifically
- ▶ **When will you need the letter by?**
 - ▶ At least 2 weeks notice is etiquette - more time is always ok!
 - ▶ If you give less than 2 weeks notice, there is no guarantee a letter will be written
- ▶ **Attach or drop off a Brag Sheet**
 - ▶ Brag Sheets identify information about you that helps you to stand out against your peers
- ▶ **Attach or drop off an updated resume to the person**

Letters of Recommendation in Naviance

- ▶ Letters of recommendation must be requested differently through Naviance for teachers and counselors
- ▶ This presentation should walk you through the steps for each process

Teacher Letter of Recommendations

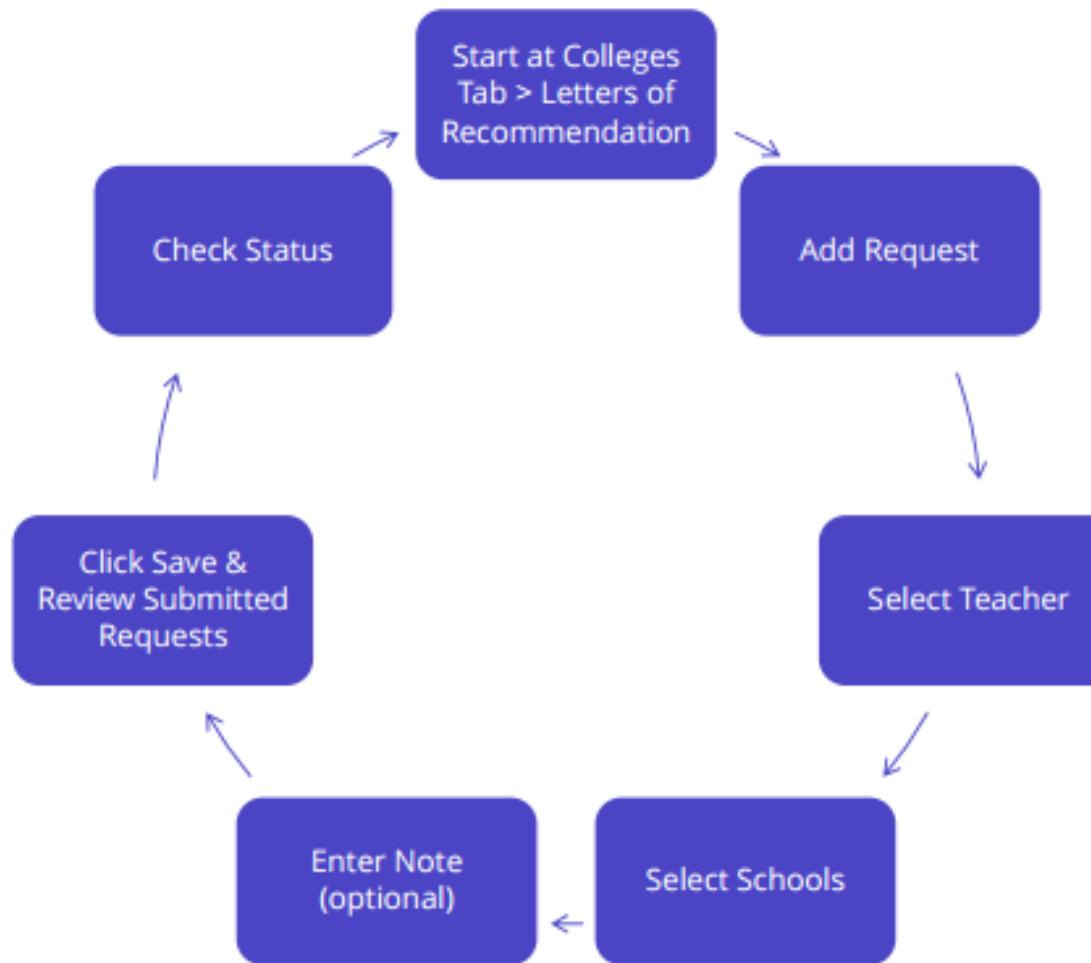
How to Navigate through Naviance

Teacher Letters of Recommendation

- ▶ Students should first submit their application to the individual college(s)
- ▶ Then, the student will need to add each college to their Naviance account (see the College Application section of the website)
- ▶ Once a student adds Colleges to their “Colleges I’m Applying to” list, they can then work on requesting letters of recommendation
- ▶ Remember, always talk to the individual you’re requesting a letter from in person first, then follow-up with the request through Naviance

LOR Process: Student View

The Student Process at a Glance



Teacher Letters of Recommendation

- Login to Naviance
- Click on the Colleges tab
- Click on Letters of Recommendation link

family connection

Here are all the tools for getting into cool schools



colleges careers about me my planner

search for colleges: Go

MORE SEARCH OPTIONS >>

resources transcripts test scores

my colleges

- [colleges I'm thinking about](#)
- [colleges I'm applying to](#)
- [letters of recommendation](#)

Upcoming college visits
No upcoming visits.



Teacher Letters of Recommendation

- ▶ Select the Add a New Request button (right-hand side)
- ▶ Select a teacher from the drop down menu
- ▶ Select the school(s) the letter should be sent to by the teacher, or select ALL schools
- ▶ Include additional notes to the teacher (highly recommended)
- ▶ Click the Submit Request button

****See screen shots of these steps on the following slides****

Teacher Letters of Recommendation

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home colleges careers about me my planner

Letters of recommendation

Your Requests

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

Showing 0 requests

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
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 Your recommendation requests will show up here.

Add Request



Teacher Letters of Recommendation

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

2. Select which colleges this request is for:*

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

[Cancel](#)

[Submit Request](#)

*Indicates a required field

Counselor Letters of Recommendation

How to request Letters of Recommendation from counselors

Letters of recommendation: Counselors

- ▶ Letter of recommendation requests from counselors cannot be completed in Naviance
- ▶ Instead, you will need to ask your counselor in person to write a letter of recommendation
- ▶ If they agree, you **MUST** email them with the following information as soon as possible:
- ▶ **Where is the letter going?**
 - ▶ List schools, programs, scholarships specifically
 - ▶ Mention where letter needs to go once completed (uploaded, mailed)
- ▶ **When will you need the letter by?**
 - ▶ At least 2 weeks notice is etiquette - more time is always ok!
 - ▶ If you give less than 2 weeks notice, there is no guarantee a letter will be written
- ▶ **Attach or drop off a Brag Sheet (link on the website)**
 - ▶ Brag Sheets identify information about you that helps you to stand out against your peers.
- ▶ **Attach or drop off an updated resume to the counselor**

Letters of recommendation: Counselors

For Counselor Reports:

- ▶ Counselors are often required to complete a Counselor Report and/or a Secondary School Report (SSR) to send in to colleges on your behalf
- ▶ Many of these reports ask us to evaluate you, and therefore checking in with your counselor can help ensure only the greatest things are said about you!

- ▶ ****Common App requires both of these pieces, as well as a Letter of Rec****

Final Thoughts

- ▶ For college applications, counselors have access to upload them into Naviance and send to your schools
 - ▶ Whereas teachers need to have the request from you to have access
- ▶ For students using the Common Application:
 - ▶ Both counselors and teachers must submit multiple documents within Naviance on your behalf
 - ▶ Please remember to kindly check-in with staff you've requested documents from prior to the deadline to ensure timely delivery to your colleges