



Letters of Recommendation Student Reference Guide

Letters of Recommendation Overview

Using the Letter of Recommendation (LOR) feature in Naviance Student you can:



- See the number of requests that colleges in your list of **Colleges I'm Applying To** require and allow.
- See the number of requests you have already made for colleges in your **Colleges I'm Applying To** list.
- Select specific colleges and specific teachers for which you want to write a recommendation. A notification will display if the college does not allow LORs or if you have already requested the maximum number of LORs allowed by that college.
- See your requests along with the status of the request, including Requested, In Progress, Submitted, and Canceled.
- See the submission date and time of each requested LOR. You will also see the date and time of each status change, as well as the name of the person who made the change.

If you delete an application, the corresponding LOR request will no longer be listed on the LOR status page. If the application is restored, the LOR request will re-appear in your list of requests.

Letters of Recommendation Request Information

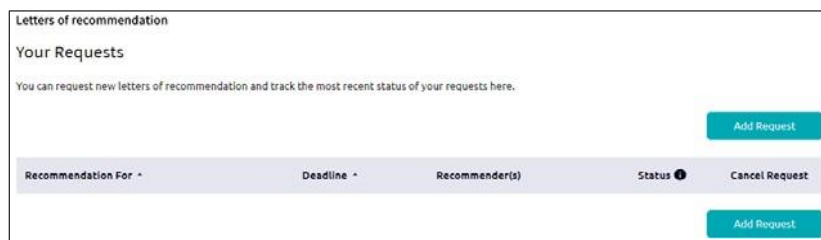
Column Title	Description
Recommendation For	The college or university where the LOR is to be sent.
Deadline	The application deadline that corresponds to the way you are applying, such as Early Decision, Early Action, or Regular Decision.
Recommender	The teacher who you requested to write the LOR.
Status	<p>Requested: You have requested the LOR.</p> <p>In Progress: The teacher has written the LOR.</p> <p>Submitted: The high school faculty member has sent the LOR to the requested colleges. The date and time of submission will display for each college or university.</p> <p>Canceled: Either you, the teacher, or the counselor have canceled the request.</p>
Cancel Request	You can cancel an LOR if the status is Requested . For any other status, you will see a message to contact the teacher or your counselor for help.

Counselor Letter of Recommendation Process

1. Complete the Counselor Letter of Recommendation Form under the Task section in Naviance OR using the appropriate link below.
 - Last Names: A-D - <https://forms.office.com/r/T2rzekg25T>
 - Last Names: E-K - <https://forms.office.com/r/5NhPnr1NXU>
 - Last Names: L-Rh - <https://forms.office.com/r/0ADCe18yAQ>
 - Last Names: Ri-Z - <https://forms.office.com/r/qz66gDTwwG>

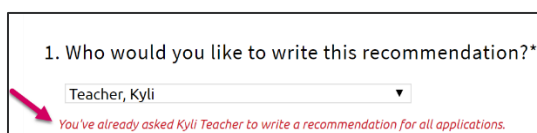
Steps to Request a Teacher Letter of Recommendation

1. From Naviance Student, Navigate to **Colleges**.
2. From the section menu, choose **Letters of Recommendation**.
3. Click **Add Request**.



4. Select a teacher from the drop-down menu. If a teacher is not on the list, let your counselor know.

If you have already asked a teacher for a recommendation, a notification will display.

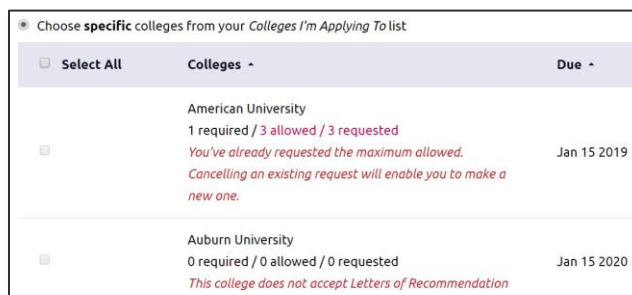


5. Decide if you want the teacher to send the LOR to specific colleges from your **Colleges I'm Applying To** list or if you want to make a general request.

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

You will see a message if you have already requested the maximum number of LORs allowed by the college or if the college does not accept LORs.



6. Include a personal note for the recommender listing your great qualities and any specifics about your request.
7. Click **Submit Request**.

