**College Application Process -Step 4**

**Requesting Teacher Letter of Recommendation (if applicable)**

Once you have done the following steps, you are ready to request your Teacher Letter of Recommendation through Naviance:

* Turned in your signed Release of Records Authorization to Mrs. Kozman in C106
* Begun your college applications
* Requested transcripts in Naviance
* Spoken with your teacher(s), and they agreed to write your recommendation letter

Follow these steps only if letters of recommendation are required for the schools to which you are applying.

Log into **Naviance** and click on the **Colleges** link at the top:

1. Under **Apply to Colleges**, select the **Letters of Recommendation** link.
2. Click the **ADD REQUEST** button.
3. Select the teacher from whom you need a recommendation.
4. Click on the 2nd option, “*Specific Request,”* Do **NOT** select “General Request.”
5. Select the specific school(s) to which you would like that teacher to send a recommendation.
6. Click the **SUBMIT REQUEST** button.
7. If you want another teacher to send a letter of recommendation, repeat the steps above.

Please see this video for more information if needed: [Request Letters of Recommendation in Naviance](https://www.screencast.com/t/yFlgLhUy)

**APPLICATION DEADLINE** **TRANSCRIPT & RECOMMENDATION REQUEST DEADLINE**  
October 15 September 22

November 1 October 10

November 15 October 24

December 1 November 5

January 1 December 3

January 15 December 15

February 1 January 9

February 15 January 26

March 1 February 5