

College Application Process – Step 4

Requesting Letters of Recommendation (if applicable)

To Request a Letter of Recommendation from a Teacher:

Once you have returned your signed Records Release to Mrs. Kozman in the Counseling Office (Step #1), completed your applications (Step #2) and requested transcripts in Naviance (Step #3), you can request your Teacher Letter of Recommendation through Naviance. **You should already have spoken with your teacher(s), and they should have already agreed to write your letter. Do not request letters through Naviance without first having spoken to your teacher(s) in person. **

Video to assist with the steps below: [Request Letters of Recommendation in Naviance](#)

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 you need a recommendation from.
4. Click on the 2nd option, “*Specific Request*” **Do NOT select “General Request.”**
5. Select the specific school(s) you would like that teacher to send a recommendation to.
6. Click the **SUBMIT REQUEST** button.
7. Repeat this for each teacher that you want to send letters of recommendation to specific schools. Please check admission requirements and only ask for what you need.

To Request a Letter of Recommendation from your Counselor:

If your college *requires* a Counselor Letter of Recommendation, you must follow these steps to request the letter from your counselor.

1. Complete the [Counselor Recommendation Questionnaire](#) in Naviance (About Me > Surveys from my School). This must be completed before your counselor can write you a recommendation.
2. Follow the same steps as above, but select your counselor from the drop down box rather than a teacher.

Note: It is best to complete this counselor recommendation survey **prior** to submitting any transcript request. If you already sent transcripts to colleges that did not require a counselor rec, and now you want to add colleges that *do require* a counselor rec, then please complete the survey, and submit your recommendation request through Naviance to your counselor.