



LETTERS OF RECOMMENDATION (STEP 4)

We use **Naviance** to send recommendation letters, NOT the Common App. Do not add recommenders in your Common Application or it may cause issues. Follow the instructions below to request recommendation letters.

TEACHER RECOMMENDATIONS

Not all colleges will consider letters of recommendation; if you are only applying to schools that do not use teacher recommendations, you can skip this step! If a college you are applying to requires a recommendation letter, they will usually accept 1-2 from a core subject area teacher. Depending on your intended major, you may need to send a letter from a teacher in a specific subject. Check the college's application requirements!

1. **Speak with the teacher in person.** You should choose a teacher who has seen you in your best light; this doesn't necessarily mean a class you earned an "A" in. Working hard and putting in effort is also a positive trait. Consider which teachers may be a good choice and ask them in person if they will write you a letter.
2. **Login to Naviance.** You will need to first add a transcript request (STEP 3) before you can request a teacher recommendation. When ready, from the "COLLEGES" tab, go to "*Letters of Recommendation*."
3. **Add a recommendation request** using the "ADD REQUEST" button at the top right of the page.
4. **Choose the teacher** from the drop down. You can only select one teacher at a time, and you should only add them after confirming they can write you a letter.
5. **Select the colleges for this teacher.** You can choose each individual school if there are different recommendation limits, or click the "*Select All*" box if you are sending this letter to all schools. Teachers cannot send a letter to a college unless you add it here.
6. **Repeat this process** for each teacher *and* again after adding additional transcript requests.

SCHOOL COUNSELOR RECOMMENDATIONS

Not all colleges will consider letters of recommendation; if you are only applying to schools that do not use counselor recommendations, you can skip this step!

1. **Login to Naviance.** You will need to complete the "*Counselor Recommendation Survey*" before your School Counselor will write a recommendation letter. This ensures nothing is mentioned that you want to keep private, as well as providing them with important information they may want to highlight.
2. **Access the Counselor Recommendation Survey** by clicking on "ABOUT ME" tab, and then go to "*Surveys from Your School*."
3. **Contact your Counselor** if you have approaching deadlines. As long as you've submitted your *transcript request* and *Counselor Recommendation Survey* 15 school days ahead of deadlines, your counselor will write and send a recommendation letter for you. If you are not ahead of that schedule, check in with your counselor!