



## 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 your initials near the top right of the site, 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!