

Requesting Letters of Recommendation (Step 3) 2021-2022

To Request a Letter of Recommendation from a Teacher:

Once you have submitted your Records Release Authorization (RRA) online (Step 2), added colleges to your “*Colleges I’m Applying To*” list in Naviance, you must email your teacher and confirm they can write you a recommendation. The teacher may have additional requirements.

Once they have agreed to write a letter of recommendation for you:

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

1. Arrow down and click on **Apply to College**.
2. Select **Letters of Recommendation** link.
3. Click the **ADD REQUEST** button.
4. Select the teacher you need a recommendation from.
5. Click on the 2nd option, “*Choose specific colleges from your Colleges I’m Applying to List.*” Do **NOT** select “All Applications.”
6. Select the specific school(s) you would like that teacher to send a recommendation to.
7. Click the **SUBMIT REQUEST** button.
8. 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 (Class of 2022) Counselor Recommendation Survey in Naviance (About Me → My Surveys). This must be completed before your counselor can write you a recommendation.
2. After you complete this survey, your Counselor Recommendation will be sent along with your transcript each time you put in a new request through Naviance. No need to do anything else.

Note: It is best to complete this survey prior to submitting a transcript request, but if you already submitted a transcript request, be sure to email your counselor to let them know you’ve completed the survey so the recommendation can also be sent.