

Teacher Recommendations

- ▶ Students must request teacher recommendations by **Tuesday, September 2, 2025**
 - ▶ It is your responsibility to research which schools require a letter of recommendation on their website.
 - ▶ If they do not ask for a letter of recommendation, they do not use it in their admissions process. DO NOT ASK YOUR TEACHER FOR ONE IF THIS IS THE CASE!
- ▶ Students “invite” their teachers to upload and send letters of recommendation in 2 steps:
 1. Provide teachers with a copy of your teacher recommendation form. Include the deadline date of your first application that requires their letter of recommendation on the form.
 2. Request Letters of Recommendation in Naviance (make sure your college has been added to the “Colleges I’m Applying To” tab)

***** BE SURE TO **ASK YOUR TEACHER IN PERSON** IF THEY WILL WRITE YOUR RECOMMENDATION **BEFORE** ADDING THE REQUEST IN NAVIANCE *****

How to Request Teacher Letters of Recommendation in Naviance

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation.

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested	Jun 15 2021
<input type="checkbox"/>	American University 1 required / 2 allowed / 0 requested	Nov 15 2021
<input type="checkbox"/>	Boston College 2 required / 2 allowed / 1 requested	Jan 01 2022
<input type="checkbox"/>	University of Alabama at Birmingham 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jun 01 2021

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Requesting Teacher Letters Of Recs

1. Go to **Colleges**
 2. Select **Letters of Recommendation** under the **Apply to College** column
 3. Select **Add Request**
 4. Select a **Teacher**
 5. Select which **colleges the request is for**
 6. Include a **personal note**
 7. Select **Submit Request**
 8. Select **Request and Finish**
- *** Remember the college must be listed in the “**Colleges I’m Applying To**” tab ***

Track Submission Status of Teacher Recommendation Letters in Naviance

Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve T	Recommendation Statuses: ✕	✕
Apr 01 2018	Genevieve T	✉ Requested: Student has requested a letter of recommendation	✕
		📁 In Progress: Teacher has written the letter of recommendation	
		✍️ Submitted: High school faculty member has sent the letter of recommendation to designated college(s)	
		✕ Cancelled: Either the student, teacher, or counselor has cancelled the request	

Add Request

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Requesting Teacher Letters Of Recs

1. Go to **Colleges I'm Applying to List**
2. Select **Letters of Recommendation**
3. Check the **Status** column to review when a teacher has submitted a letter of recommendation

*** Remember the college must be listed in the “**Colleges I'm Applying To**” tab ***