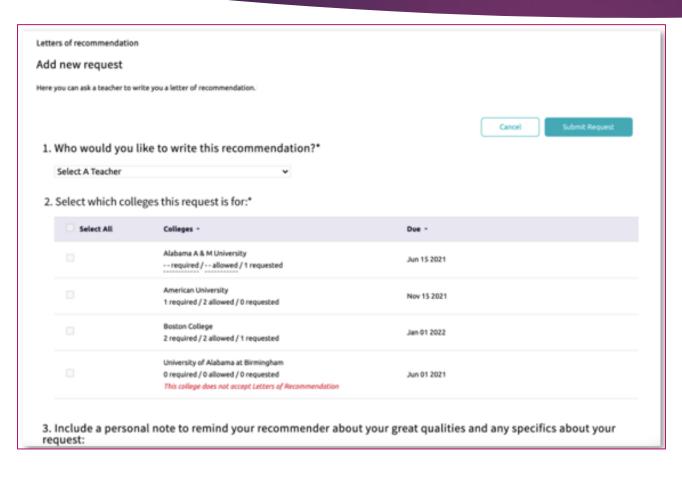
Teacher Recommendations

- 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 <u>teacher recommendation form</u>. Include the deadline date of your first application that requires their letter of recommendation on the form.
 - Request <u>Letters of Recommendation</u> in Naviance(make sure your college has been added to the "<u>Colleges I'm Applying To</u>" tab)

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

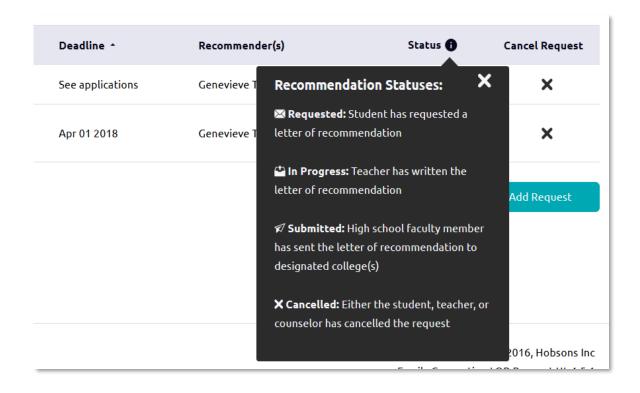
How to Request Teacher Letters of Recommendation in Naviance



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



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 ***