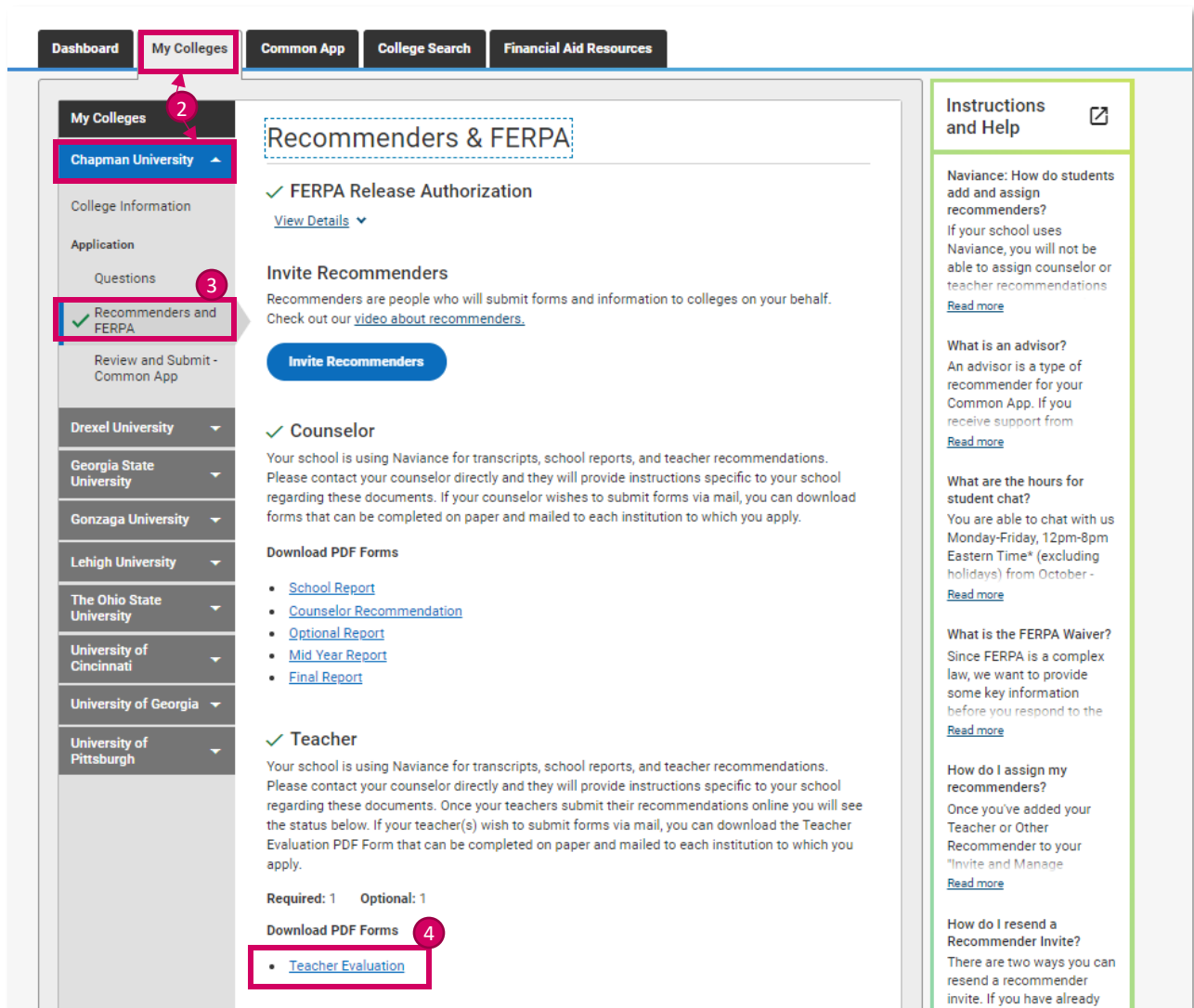


If students want to request a Letter of Recommendation to fulfill the required number of LORs asked by a college/university outside of their Naviance Teacher List, they can download printable forms to be mailed to, to each institution to which they apply.. To do this:

1. Log in to your Common App account
2. Click on the college/university in their list
3. Click on the Recommenders and FERPA section
4. Click on Teacher Evaluation under the Teacher section to download the PDF form



The screenshot shows the Naviance interface with the following elements:

- Navigation Bar:** Dashboard, My Colleges (highlighted with a red box and number 1), Common App, College Search, Financial Aid Resources.
- Left Sidebar:** My Colleges (highlighted with a red box and number 2), Chapman University (highlighted with a red box and number 2), College Information, Application, Questions (highlighted with a red box and number 3), Recommenders and FERPA (highlighted with a red box and number 3), Review and Submit - Common App, Drexel University, Georgia State University, Gonzaga University, Lehigh University, The Ohio State University, University of Cincinnati, University of Georgia, University of Pittsburgh.
- Main Content Area:**
 - Recommenders & FERPA:** Section header.
 - FERPA Release Authorization:** Status: ✓, with a [View Details](#) link.
 - Invite Recommenders:** Status: ✓. Text: "Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#)." Includes an **Invite Recommenders** button.
 - Counselor:** Status: ✓. Text: "Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply." Includes a **Download PDF Forms** section with links for School Report, Counselor Recommendation, Optional Report, Mid Year Report, and Final Report.
 - Teacher:** Status: ✓. Text: "Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download the Teacher Evaluation PDF Form that can be completed on paper and mailed to each institution to which you apply." Includes a **Download PDF Forms** section (highlighted with a red box and number 4) with a link for **Teacher Evaluation** (highlighted with a red box and number 4).
- Right Sidebar:** Instructions and Help. Contains several FAQ items with [Read more](#) links:
 - Naviance: How do students add and assign recommenders?
 - What is an advisor?
 - What are the hours for student chat?
 - What is the FERPA Waiver?
 - How do I assign my recommenders?
 - How do I resend a Recommender Invite?