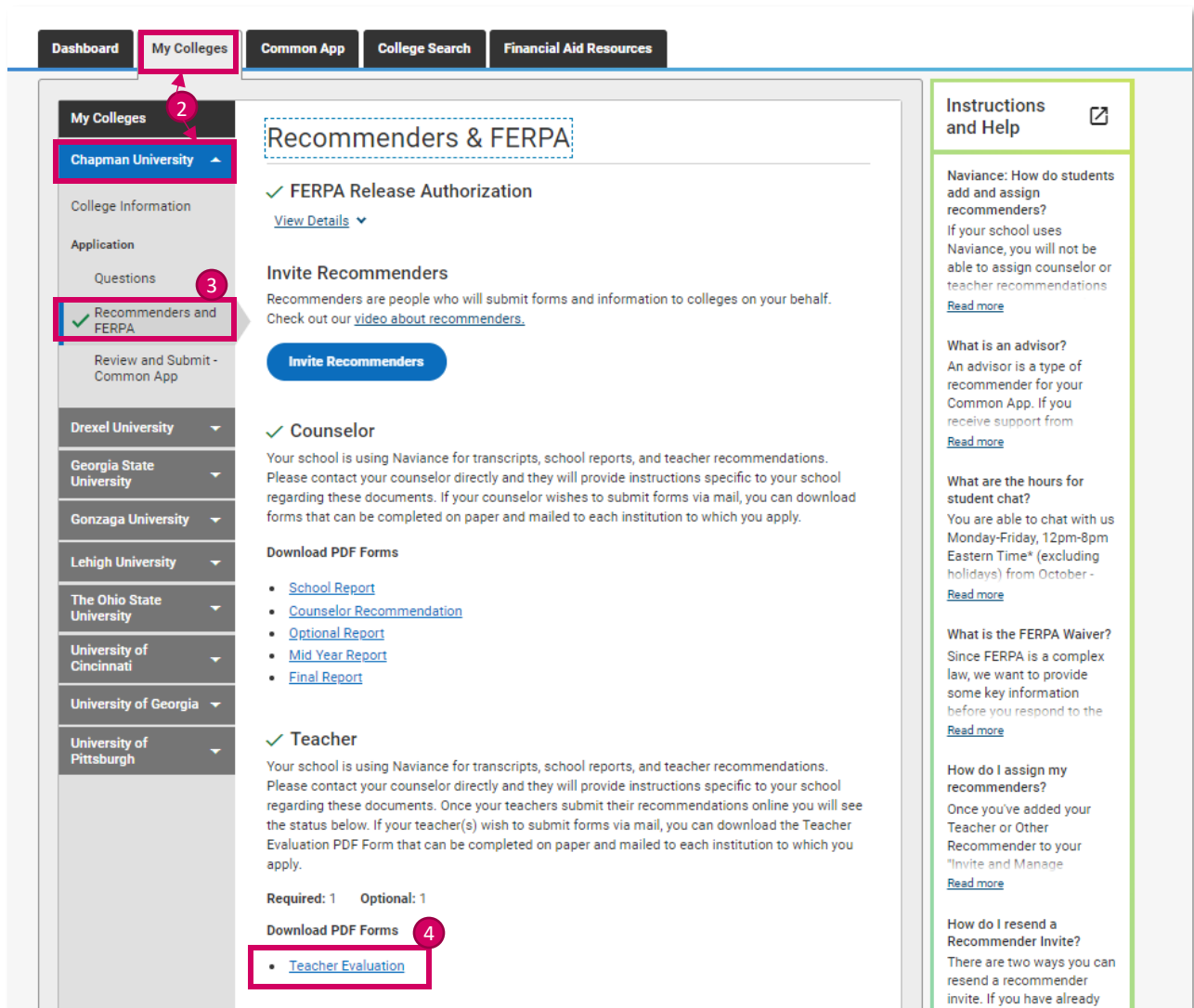If students want to request a Letter of Recommendation to fulfill the required number of LORs asked by a college/university outside of their Naviance Teacher List, they can download printable forms to be mailed to, to each institution to which they apply.. To do this:

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