Student Letters of Recommendation

Features

- Letters of recommendation page is accessible in Naviance Student from **Colleges** > **Apply to College** > **Letters of Recommendation.**

- Students will see # of requests required, allowed, and requested for colleges in their Colleges I'm Applying to list.

- Students can select the specific college(s) they want a specific teacher to write a recommendation. A notification will display if the college does not allow letters of recommendation or if you have already requested the max amount allowed.

- Students can select *All current and future colleges I add to my Colleges I'm Applying to list* be sent. Students should make this selection *only if they have no preference* for which teachers will meet the recommendation requirements for each college.

- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college.

- Students will see their requests as well as the status (*Requested, In Progress, Submitted, Cancelled*).

- Students will see submission date and time of each letter of recommendation for each college/university requested. Students will see the date/time of each status change, as well as the name of the user who made the change

- If a student deletes an application, the associated letter of recommendation requests will not be displayed on the LOR status page; if the application is restored, the LOR requests will re-appear in the student's list of requests.

LOR Request Data

Column Heading Title	Description
Recommendation For	The application associated with the request
Deadline	The deadline associated with the application, based on when the student indicated she/he is applying
Recommender	The recommender associated with the request
Status	The status of the LOR request: **Requested**: Student has requested LOR **In Progress**: Teacher has written the LOR **Submitted**: High School faculty member has sent the LOR to the designated college(s), date and time of submission will be displayed for each college/university **Cancelled**: Either the student, teacher, or counselor has cancelled the request.
Cancel Request	Students will have the option to cancel a LOR request in the "Requested" state; in any other state, the student sees messaging to contact their teacher or counselor for help.

Steps to Request a LOR

1. From Naviance Student, Navigate to **Colleges** > **Apply to College** > **Letters of Recommendation**.
2. To get started, click **Add Request**.

   The Add New Request page displays.

   Letters of recommendation

   Your Requests

   You can request new letters of recommendation and track the most recent status of your requests here.

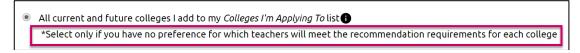 | | | | | Add Request |
   |---|---|---|---|---|
   | Recommendation For ▲ | Deadline ▲ | Recommender(s) | Status ❶ | Cancel Request |
   | | | | | Add Request |

3. Enter information for Steps 1-3.
   - **Step 1**: Select a teacher from the drop-down list.

   If a teacher is not available from this list, they must be added to the Teacher List in Naviance. Report this to the Site Manager.
   If a student has already asked a teacher for a recommendation, a notification will display.

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

   Teacher, Kyli ▼

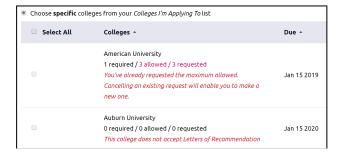   *You've already asked Kyli Teacher to write a recommendation for all applications.*

   - **Step 2**: Decide if you want the teacher to fill out a recommendation for (1) a specific college(s) from your Colleges I'm Applying To list or (2) All current and future colleges you add to Colleges I'm Applying to.

     Please note the following about choosing the option below:

     ◉ All current and future colleges I add to my *Colleges I'm Applying To* list ❶
       *Select only if you have no preference for which teachers will meet the recommendation requirements for each college

     Example LOR messages:

     ◉ Choose **specific** colleges from your *Colleges I'm Applying To* list

☐ Select All	Colleges ▲	Due ▲
☐	American University 1 required / 3 allowed / 3 requested *You've already requested the maximum allowed.* *Cancelling an existing request will enable you to make a new one.*	Jan 15 2019
☐	Auburn University 0 required / 0 allowed / 0 requested *This college does not accept Letters of Recommendation*	Jan 15 2020

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

4. Click **Submit Request**.

A green status bar shows the teacher's name and the number of requests for the student.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel   Submit Request

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

Select A Teacher ▼

2. Select which colleges this request is for:*

○ Choose **specific** colleges from your *Colleges I'm Applying To* list

○ All current and future colleges I add to my *Colleges I'm Applying To* list ❶

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

3000 characters remaining

Cancel   Submit Request

* Indicates a required field