

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.

The screenshot shows the 'Letters of recommendation' page. At the top, it says 'Your Requests' and 'You can request new letters of recommendation and track the most recent status of your requests here.' Below this is a table with columns: 'Recommendation For', 'Deadline', 'Recommender(s)', 'Status', and 'Cancel Request'. There are 'Add Request' buttons on the right side of the page.

3. Enter information for Steps 1-3.
 - **Step 1:** Select a teacher from the drop-down list. If a teacher is not on the list, contact [Mrs. Stephens](#).
 - **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. *Do not* combine the two options. Either select specific colleges for every teacher & letter & application, or choose "all current and future colleges" for all teachers & applications. Most seniors will choose the "all" option.
 - **Step 3:** Include a personal note. Say thank you and mention your earliest deadline. This note is not a substitute for your brag sheet answers.
4. Click **Submit Request.**

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

Note about Counselor Letters: it is not necessary to request counselor letters in Naviance. Be sure that you have all colleges in your list and have Common App selected.

The screenshot shows the 'Add new request' form. It includes a 'Cancel' button and a 'Submit Request' button at the top. The form has three main sections: 1. 'Who would you like to write this recommendation?*' with a 'Select A Teacher' dropdown. 2. 'Select which colleges this request is for:*' with two radio button options: 'Choose specific colleges from your Colleges I'm Applying To list' and 'All current and future colleges I add to my Colleges I'm Applying To list'. 3. 'Include a personal note to remind your recommender about your great qualities and any specifics about your request:' with a large text area and a '3000 characters remaining' indicator. At the bottom, there are 'Cancel' and 'Submit Request' buttons. A small note at the bottom left says '* Indicates a required field'.

It is your responsibility to:

- ask the teacher in person well in advance;
- talk to your counselor in person well in advance if you have any Common App schools since a counselor letter is a required part of the Common App School Report;
- provide your typed brag sheet answers;
- request the letter in Naviance (a teacher cannot upload a letter unless you have done so);
- follow up with your teacher and counselor about your deadlines.

See the [Letters of Recommendation](#) page for step-by-step guide and PDFs of the brag sheets.