

# Letters of Recommendation Quick Guide

### Key Features

- Access the Letters of Recommendation page in Naviance Student by selecting Colleges and choosing Letters of Recommendation.
- From Letters of Recommendation:
  - Review the number of requests required, allowed, and requested for colleges in your Colleges I'm Applying To list.
  - Select specific colleges and specific teachers for whom you want to write a recommendation. The page displays a notification if the college does not allow letters of recommendation (LORs), or if you have already requested the maximum number of LORs allowed by the college.
  - Make a general request if you do not have any colleges in your list of Colleges I'm Applying To or if you do not have a preference for which teachers will send a recommendation to each college.
  - Review the status of all requests.
  - Review the submission date and time for each requested LOR as well as the date and time of each status change and the person who made the change.
- You cannot request more than the maximum number of LORs allowed by the college when requesting letters for specific colleges.
- When you delete an application, the corresponding LOR request is automatically removed from the LOR status page. If you restore the application, the request repopulates your list of requests.

Column Title	Description	
Recommendation For	The college or university where the LOR will be sent.	
Deadline	The application deadline for the way you are applying, such	
	as ED, EA, and RD.	
Recommender	The teacher whom you requested to write the LOR.	
Status	The status of the LOR request:	
	Requested: You requested the LOR	
	In Progress: The teacher wrote the LOR	
	Submitted: A high school staff member sent the LOR to the	
	requested colleges.	
	Canceled: Either you, the teacher, or the counselor canceled	
	the request.	
Cancel Request	You can cancel an LOR request if the status is Requested. For	
	any other status, you will see a message to contact the	
	teacher or your counselor for help.	

#### **Request Information**



## Request a Letter of Recommendation

1. Select **Colleges** and choose **Letters of Recommendation** from Apply to College.

	Colleges		
College Home	Research Colleges	Apply to College	Scholarships & Money
Find Your fit	Colleges I'm Thinking About	Colleges I'm Applying to	College-Specific Scholarships
SuperMatch College Search	College Visits	Manage Transcripts	National Scholarship Search
College Match	College Compare	Letters of Recommendation	Scholarship Search
College Events	College Resources	Test Scores	💙 Favorite Scholarships
Scattergrams	Acceptance History		
Advanced College Search	Enrichment Programs		
College Lookup	College Maps		

2. Click Add Request.



3. Select a teacher from the list. If a teacher is not listed, let your counselor know.

1. Who would you like to write this recommendation?*				
Select A Teacher	~			
2. Select A Teacher Counselor, Jen	quest type:*			
Counselor, Brad Teacher, Claudia				
Teacher, Jean Teacher, Elizabeth Teacher, Sample	y Oct 01 2023 1 requested			
Teacher, Adam Teacher, Jen Teacher, Jen Teacher, Lindsay	chnology (not a Mar 15 2023 (1 requested			
Teacher, MS Teacher, Ashley Teacher 1, Sample	ing 10 requested			

#### 4. Select General request or Specific request.

2. Select the recommendation request type:*				
(	С	General request Select this if you are ready to request a recommendation without selecting a specific college		
(	Specific request			
		Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list		



5. If you selected **Specific reques**t, select all colleges or individual colleges.

Select All	Colleges 🔺	Due 🔺
	Alabama A & M University required / allowed / 1 requested	Oct 01 2023
	Docufide Institute of Technology (not a real school) required / allowed / 1 requested	Mar 15 2023
	St. Paul's School of Nursing required / allowed / 0 requested	
	Texas A & M University-College Station 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of</i> <i>Recommendation</i>	Dec 01 2023

6. Enter a personal for the recommender listing your great qualities and any specifics about your request.

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

3000 characters remaining

7. Click Submit Request.

Submit Request