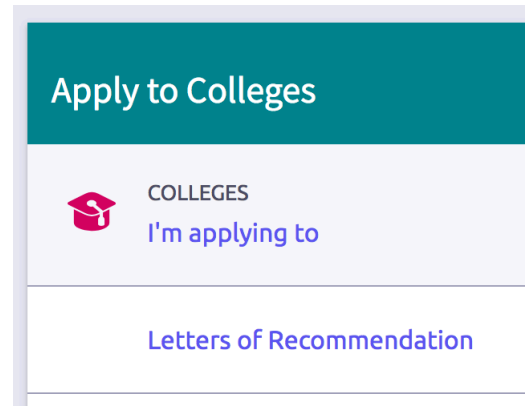
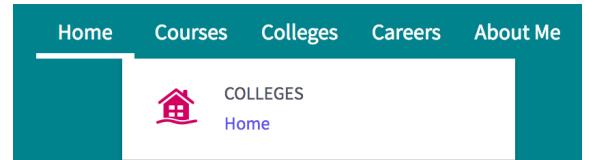


# Naviance Instructions for Seniors

## Requesting a Letter of Recommendation

You should always speak to the person you want to write a letter of recommendation for you before you make the request in Naviance

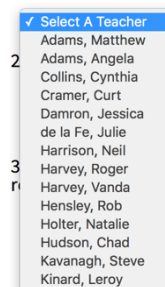
- From the Home Screen, hover over the “Colleges” drop down menu at the top of the screen and select “Colleges Home”
- Select “Letters of Recommendation” under the Apply to Colleges section



- Select “Add Request”



- Select a teacher from the drop down menu



- Select “All current and future colleges I add to my *Colleges I’m Applying To* list”
- Add a personal note to the teacher thanking them for taking the time to write you this letter of recommendation

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

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

3000 characters remaining