

# Letter of Recommendation Requests

---

## **IMPORTANT: Information to know prior to starting your letter of recommendation request.**

- ✓ Know which colleges require a letter of recommendation, how many and from whom.
- ✓ Confirm you actually need a “letter of recommendation” from your counselor and not just a “counselor recommendation”. ONLY request a letter if the college admissions website uses the word “letter”.
- ✓ When requesting a recommendation to be sent by a counselor, you must also request a transcript to be sent at that time if one has not already been requested. (see transcript request directions).
- ✓ First, ask your recommender through email during distance learning. Choose someone who knows you and can write a letter that is comprehensive. Some schools may want a particular recommender, i.e., subject area, major, etc.
- ✓ *Be sure to show your appreciation to your recommenders as letters take thought, time and effort to write.*
- ✓ Requests should be made **A MINIMUM OF TWO WEEKS PRIOR TO THE DUE DATE (not including vacation dates)**. Each teacher has their own guidelines for students in order to write a letter of recommendation. Some teachers ask for more than two-week’s notice and have other forms you need to fill out, in addition to, or instead of, the Senior Information Sheet, Resume, and Parent Brag Sheet. Ask what each teacher requires. Look at the Senior page on the counseling website for due dates prior to the vacation periods.

## **REQUIREMENTS FOR REQUESTING A LETTER OF RECOMMENDATION**

1. **On Naviance, complete the Resume (mandatory), Student Information Sheet (optional) and the Parent Brag Sheet (optional).**
2. **On Naviance, add the college/s you are applying to and request the transcript/s. (Only need to request a transcript if requesting a letter from a counselor, not teachers.)**
3. **Ask your recommender if they will write you a letter of recommendation.**
4. **FOR COUNSELORS: Complete the College App Additional Items Request Form. (A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).**  
**FOR TEACHERS: Request the Letter of Recommendation on Naviance**

*\*If letters must be mailed, coordinate dropping off pre-addressed stamped envelopes with the registrar, [Solange Sachs](#).*

**You must do ALL 4 steps to have a letter of recommendation written for you!  
The timeline for your request starts once you have completed all 4 steps.**

*(See next page for detailed directions)*



## Step-by-Step Directions

**STEP 1:** Prior to communicating with your recommender you need to complete information about yourself on NAVIANCE. *NOTE: Save frequently so you do not lose work if the page times out!*

1. Click on the tab at the top of the page titled **“About Me”**
2. Under the section **“My Stuff”** click on the link titled **“Resume”**
  - ✓ Click on the pink circle with the plus sign (+). Add any information that applies to you (i.e., volunteer service, work experience, extra-curricular activities, awards, athletic achievements, etc.). This information will be important for your teacher/counselor in writing your recommendation letter.
3. Under **My Surveys**, click on **“Surveys Not Started”**, then complete the **“Senior Information Sheet”**, and (optional) your parent/guardian may complete the (optional) **“Parent Brag Sheet”**. The more information that is provided, the more your letter will stand out.

**STEP 2:** Add Colleges and request transcripts on Naviance if this is not already. (Transcripts only need to be requested if you are asking for a letter from your counselor, this step is NOT needed if you are just requesting teacher letters.) *See Transcript Request Directions on the counseling website for how to add colleges and request transcripts.*

**STEP 3:** Now you should email your counselor and/or teacher to request a letter of recommendation.

**STEP 4:** After you have received confirmation a letter of recommendation can be written, then electronically request your letter of recommendation.

**FOR COUNSELORS:** Complete the **College App Additional Items Request Form**. (A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).

**FOR TEACHERS:** Request your letter on NAVIANCE

Click on the **“Colleges”** tab

Click on the **“Colleges I’m Applying To”**

Scroll down to **Letters of Recommendation** and click on the words **“Letters of Recommendation Section”**.

Click on **“add requests”** Find your recommenders in the dropdown menu. Add a personal note indicating the due date of the letter and to which college/s you are requesting a letter.

### IMPORTANT DETAILS

Once you have requested a letter, go to the **“colleges I’m applying to”** list and see if your transcript will be sent electronically or if it needs to be mailed.

A COMPUTER SCREEN means that the transcript will be sent electronically.

A STAMP means that a pre-addressed, stamped envelope needs to be given to the Registrar. Please contact the registrar, [Solange Sachs](#), to arrange a time to drop off the envelope/s. If other items besides a transcript is requested, please drop off envelopes for each recommender and let them know when the envelopes are available to pick up.

Requests, Naviance items and the College App Additional Items Request Form must be submitted  
**A MINIMUM OF TWO WEEKS PRIOR TO THE DUE DATE.**