

Letters of Recommendation Overview

Using the Letter of Recommendation (LOR) feature in Naviance Student you can:

- See the number of requests that colleges in your list of **Colleges I'm Applying To** require and allow.
- See the number of requests you have already made for colleges in your **Colleges I'm Applying To** list.
- Select specific colleges and specific teachers for which you want to write a recommendation. A notification will display if the college does not allow LORs or if you have already requested the maximum number of LORs allowed by that college.
- Make a general request if you do not have any colleges in your list of **Colleges I'm Applying To** or if you have no preference for which teachers will fulfill the recommendation requirements for each college.
- See your requests along with the status of the request, including Requested, In Progress, Submitted, and Canceled.
- See the submission date and time of each requested LOR. You will also see the date and time of each status change, as well as the name of the person who made the change.

If you delete an application, the corresponding LOR request will no longer be listed on the LOR status page. If the application is restored, the LOR request will re-appear in your list of requests.

Letters of Recommendation Request Information

Column Title	Description
Recommendation For	The college or university where the LOR is to be sent.
Deadline	The application deadline that corresponds to the way you are applying, such as Early Decision, Early Action, or Regular Decision.
Recommender	The teacher who you requested to write the LOR.
Status	<p>Requested: You have requested the LOR.</p> <p>In Progress: The teacher has written the LOR.</p> <p>Submitted: The high school faculty member has sent the LOR to the requested colleges. The date and time of submission will display for each college or university</p> <p>Canceled: Either you, the teacher, or the counselor have canceled the request.</p>
Cancel Request	You can cancel an LOR if the status is Requested . For any other status, you will see a message to contact the teacher or your counselor for help.

Steps to Request a Letter of Recommendation

1. From Naviance Student, Navigate to **Colleges**.

- From the section menu, choose **Letters of Recommendation**.
- Click **Add Request**.

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	Cancel Request
				Add Request

- Select a teacher from the drop-down menu. If a teacher is not on the list, let your counselor know.

If you have 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.

- Decide if you want the teacher to send the LOR to specific colleges from your **Colleges I'm Applying To** list or if you want to make a general request.

2. Select the recommendation request type:*

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

You will see a message if you have already requested the maximum number of LORs allowed by the college or if the college does not accept LORs.

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

Select All	Colleges	Due
<input type="checkbox"/>	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
<input type="checkbox"/>	Auburn University 0 required / 0 allowed / 0 requested This college does not accept Letters of Recommendation	Jan 15 2020

- Include a personal note for the recommender listing your great qualities and any specifics about your request.
- Click **Submit Request**.

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