

Teacher letters of recommendation quick guide

Key features

- Access the Letters of Recommendation page in Naviance Student by selecting **Colleges** and choosing **Letters of Recommendation**. If prompted, choose **Internal recommendations**.
- From Letters of Recommendation:
 - Review the number of teacher requests required, allowed, and requested for colleges in your application 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, 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.

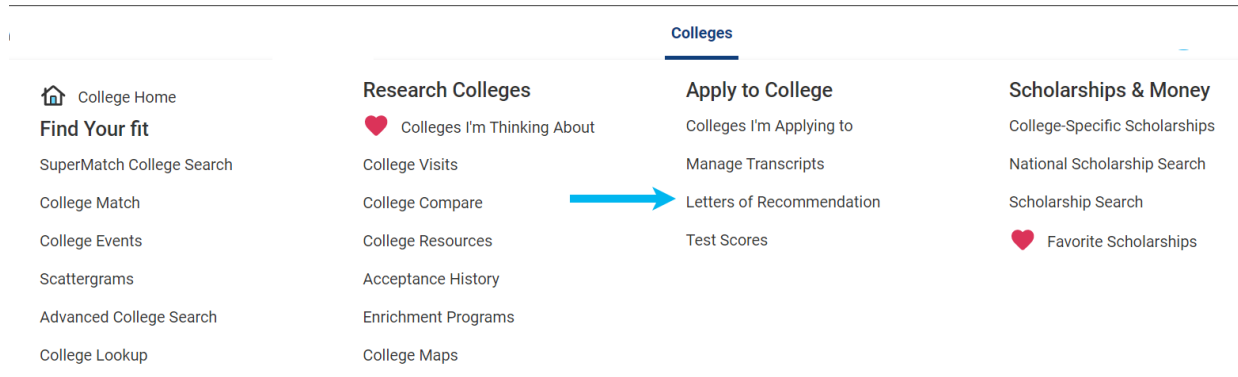
Request information

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.

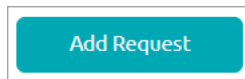
Cancel Request	You can cancel an LOR request if the status is Requested . For any other status, you will see a message to contact the teacher or your counselor for help.
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Request a letter of recommendation

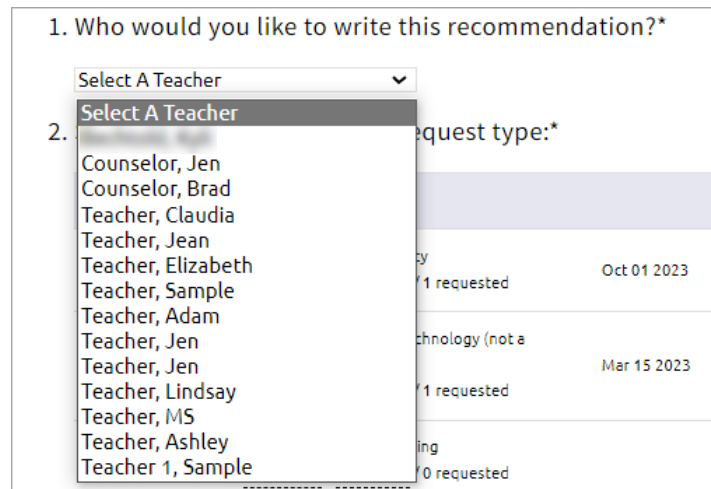
1. Select **Colleges** and choose **Letters of Recommendation** from Apply to College.



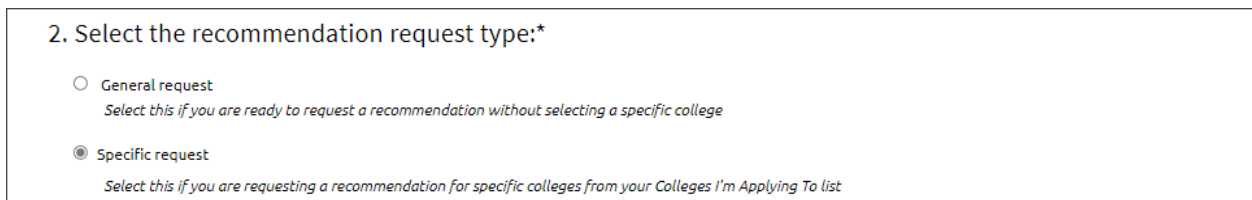
2. If prompted, select **Internal recommendation letters** and click **Continue**.
3. Click **Add Request**.



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



5. Select **General request** or **Specific request**.



6. If you selected **Specific request**, 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 Recommendation</i>	Dec 01 2023

7. 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

8. Click **Submit Request**.

Submit Request