

## College Letter of Recommendation (LOR) Process

- Determine IF a letter of recommendation (LOR) is required for the college(s) you are applying to
- If so, complete the blue bio sheet (available in Career Center or Counseling) before talking to teachers
- Request your letter of recommendation **at least 2 weeks in advance** of the date needed
- Talk with teacher(s) and ask if they are willing to write you a letter of recommendation. If “yes”, give them the blue bio sheet and provide a requested due date
- If the college is not yet entered in your **Colleges I’m Applying To** list, add the college to your list
- Enter the LOR request in Naviance (see instructions on next page)
- If you applied using **Common App**, do **not** add the teacher’s name/email address in Common App
  - All letter of recommendation requests are completed through Naviance not CA
  - Be sure to link your CA app to Naviance
- The LOR page is accessible in Naviance Student from **Colleges > Apply to College > Letters of Recommendation**
- You will see the min/max LOR requests allowed for colleges in their Colleges I'm Applying to list
- You can select the specific college(s) you want a specific teacher to write a recommendation for **(THIS IS THE RECOMMENDED OPTION) OR**  
 You can select *All current and future colleges I add to my Colleges I'm Applying to list* be sent
- Naviance prevents you from requesting more than the max number of LOR allowed by the college
- You will see your requests as well as the status of request (*Requested, In Progress, Submitted, Cancelled*)
- You will see a submission date for each LOR requested
- If you applied using **Common App** (CA), any college app additions/deletions in **Common App** should also be made in Naviance. Be sure to refresh the link between Naviance and CA
- If you delete an application, the associated letter of recommendation requests will not be displayed on the LOR status page; if the application is restored, the LOR requests will re- appear in your list of requests
- It is the student’s responsibility to monitor the LOR status in Naviance and follow up with teachers and colleges as needed
- Letters are sent electronically to colleges, you will not receive a copy of the letter or be able to view the LOR

## LOR Request Data

Column Heading Title	Description
<b>Deadline</b>	The deadline associated with the application, based on when the student indicated she/he is applying
<b>Status</b>	The status of the LOR request: <b>Requested:</b> Student has requested LOR <b>In Progress:</b> Teacher has written the LOR <b>Submitted:</b> High School faculty member has sent the LOR to the designated college(s), date and time of submission will be displayed for each college/university <b>Cancelled:</b> Either the student, teacher, or counselor has cancelled the request.

## Cancel Request

Students will have the option to cancel a LOR request in the "Requested" state; in any other state, the student sees messaging to contact their teacher or counselor for help.

## Naviance Steps to Request a LOR

1. From Naviance Student, Navigate to **Colleges > Apply to College > Letters of Recommendation.**
2. To get started, click **Add Request.**

*The Add New Request page displays.*

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 1	Cancel Request

Add Request

3. Enter information for Steps 1-3.
  - **Step 1:** Select a teacher from the drop-down list.

*If a teacher is not available from this list or you are requesting a LOR from someone outside of BHS, see your Counselor*

- **Step 2:** Decide if you want the teacher to fill out a recommendation for (1) a specific college(s) from your Colleges I'm Applying To list or (2) All current and future colleges you add to Colleges I'm Applying to.
  - **Step 3:** Include a personal note to remind your recommender about your great qualities, deadline, and any specifics about your request.
4. Click **Submit Request.**

*A green status bar shows the teacher's name and the number of requests for the student.*

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

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

Cancel Submit Request

\* indicates a required field

5. Naviance sends an email request to the teacher(s).
6. Monitor the LOR status in Naviance and follow up with teachers and colleges as needed