Student Letters of Recommendation

Features

- Letters of recommendation page, accessible in Naviance Student from Colleges > Apply to College > Letters of Recommendation
- Students will see the min/max requests allowed for colleges in their Colleges I'm Applying to list
- Students can select the specific college(s) they want a specific teacher to write a recommendation
- Students can select All current and future colleges I add to my Colleges I'm Applying to list be sent (Students are prevented from requesting more than the max number of letters of recommendation allowed by the college
- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college
- Students will see their requests as well as the status (Requested, In Progress, Submitted, Cancelled)
- Students will see submission date and time of each letter of recommendation for each college/university requested
- Students will see the date/time of each status change, as well as the name of the user who made the change
- If a student deletes 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 the student's list of requests
- A daily summary email will be sent.

LOR Request Data

<table>
<thead>
<tr>
<th>Column Heading Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation For</td>
<td>The application associated with the request</td>
</tr>
<tr>
<td>Deadline</td>
<td>The deadline associated with the application, based on when the student indicated she/he is applying</td>
</tr>
<tr>
<td>Recommender</td>
<td>The recommender associated with the request</td>
</tr>
</tbody>
</table>
| Status               | The status of the LOR request:  
| Requested:           | Student has requested LOR  
| In Progress:         | Teacher has written the LOR  
| Submitted:           | 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  
| Cancelled:           | 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. |
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.

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, they must be added to the Teacher List in Naviance. Report this to the Site Manager.
   • 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 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.