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Sent: Wednesday, October 6, 2021 10:40 AM

To: JHS.MailList <JHS.MailList@everettsd.org>

Cc: Naviance <Naviance@everettsd.org>

Subject: Counseling Tip: Letter of Rec requests have started... What do I do???

Counseling Tip: Naviance & Letters of Recommendation

What is Naviance? Naviance is an online tool for High School & Beyond exploration and planning. Not only is Naviance used for students to explore possible career pathways and plan and track their coursework/credits, it is also the tool EPS high schools uses to send transcripts, letters of recommendation, Common App forms, etc., to colleges.

Reminder: A student should check with you first before just assuming you'll write a letter of recommendation. We always encourage students to practice good manners by checking with you before linking you within Naviance.

Questions about Naviance? Contact Sarah Pewitt (naviance@everettsd.org). She's easily accessible via email, and she comes to JHS every Wednesday (Career Center). More info from Sarah P. is provided below.

Thank you for taking the time to support our students through this exciting (*and sometimes stressful*) college application season!

- The JHS Counselors 😊

Helpful info from Sarah Pewitt:

It is that time of year again when the new class of seniors starts their college applications, which means teachers are approached to write letters of recommendation. Often, for teachers, this is one of very few times they log into their staff side of Naviance, and it is hard to remember the process.

I have included some FAQs for you and several resources below to get you started. I am your primary contact when it comes to help with this process, so please know you are more than welcome to reach out to me if you have any difficulties or want to meet.

How will we receive a request to write a college letter of recommendation?

Students will submit their LOR request through their Naviance account. This notification will come to your email.

Do all colleges require letters of recommendation?

Nope! Students should only ask based on if the college requires it.

How early should students put in their request?

In the classrooms of seniors that I have been in AND on the video for students about how to make a request, they have been told they need submit it at least **two weeks** ahead of their deadline. This does not mean that they should put in the request on the day we leave for Winter Break and expect that you will send it by a Jan. 1 due date. 😊

How will I know what to write or what to ask for from the student?

The student essay and letter of recommendations are really going to provide insight into who our students are, due to the fact that with COVID many colleges have chosen to be test optional or test blind.

Please ask students if they have filled out their **Brag Sheet Survey** in Naviance. This information is important for the student to complete so you have the tools you need to write the letter. I have included step-by-step instructions for how to locate this on the staff side. This will help you greatly to write a very thorough letter of recommendation for the student.

[How to access the student brag sheet survey](#) (teacher instructions)

How to complete your student brag sheet survey (video you can send to students if they did not complete it yet)

How to request a letter of recommendation in Naviance (video to send to students if they don't know how)

***Teacher Letter of Recommendation—Naviance Teacher Desk Quick Guide** (attached)
[Naviance Teacher Desk Instructions](#) (video)

If I need help with the process of submitting my letter, who do I contact?

Sarah Pewitt – spewitt@everettsd.org



Let me know how I can help!

Thanks for all you do!

Take care,
Sarah 😊



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