

**From:** Lerner, John D. <[JLerner@everettsd.org](mailto:JLerner@everettsd.org)>  
**Sent:** Wednesday, October 4, 2023 10:50 AM  
**To:** JHS.MailList <[JHS.MailList@everettsd.org](mailto:JHS.MailList@everettsd.org)>  
**Subject:** Letters of Recommendation in Naviance ready to go!

*From [Sarah Pewitt](#), High School & Beyond/Naviance Facilitator*

## **Hello Teachers and Staff!**

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 (LOR). 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 **FAQ's** 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. When they submit their request, it will allow you to send your documents.

### **Do all colleges require letters of recommendation?**

**Nope!** Students should only ask if the college requires it. If students are putting their request in Naviance **FIRST** it tells them if the college even wants a letter of recommendation; **if** they do want one, it tells them **how many**.

If students ask you in person, you may want to double-check that they have put the letter of recommendation request in Naviance so the student can double-check if that college wants a letter.

### **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 to 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 January 1 due date. 😊

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

Your letter can provide valuable insight into who our students are as a person and highlight both their performance in your classroom and their character.

Please ask students if they have filled out their **Brag Sheet Survey (2023-2024)** in Naviance. This information is important for the student to complete so you will 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)**

### **[\\*Teacher tips and formatting info for how to write a letter of recommendation\\*](#)**

**[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)



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

Sarah Pewitt – [spewitt@everettsd.org](mailto:spewitt@everettsd.org)

Mondays – Sequoia  
Tuesdays – Cascade  
Wednesdays – Jackson

Thursdays – Everett  
Fridays – CRC

Let me know how I can help! Thanks for all you do! Take care, Sarah 😊



**Sarah Pewitt**

**High School & Beyond/Naviance Facilitator**

College & Career Readiness and Extended Learning Options

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**From:** Williams, Sarah E. <[SWilliams@everettsd.org](mailto:SWilliams@everettsd.org)>

**Sent:** Thursday, October 5, 2023 9:04 AM

**To:** JHS.Maillist <[JHS.Maillist@everettsd.org](mailto:JHS.Maillist@everettsd.org)>

**Subject:** RE: Letters of Recommendation in Naviance ready to go!

With many seniors requesting letters of rec, some students ask for letters before knowing what's actually needed. I'm hoping the below info helps to save some letter writing time...

NONE of our public universities in Washington require letters of recommendation (*EWU & WWU allow for a max of 2*). Most won't even accept letters of rec. Many of our private universities don't require them either!

From a quick look at where my students are applying, here's what I just pulled from Naviance...

CWU:	Doesn't accept letters of rec
EWU:	0 minimum / 2 maximum
Evergreen:	Doesn't accept letters of rec
UW Seattle, Bothell & Tacoma:	Doesn't accept letters of rec
WSU:	Doesn't accept letters of rec
WWU:	0 minimum / 2 maximum
Cornish:	1 minimum / 3 maximum
Gonzaga:	1 letter minimum / 2 letters maximum
PLU:	0 minimum / 3 maximum
NW Univ:	Doesn't accept letters of rec
SPU:	0 minimum / 2 maximum
Seattle-U:	1 minimum / 3 maximum
UPS:	1 minimum / 3 maximum
Whitman:	0 minimum / 3 maximum
Whitworth:	0 minimum / 3 maximum



**Sarah Williams, M.Ed, NBCT**

Pronouns: She/Her ([What's this?](#))

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