

Completing a Student Letter of Recommendation



Teacher tips:

- When students request a letter of recommendation through Naviance, you will receive a daily digest email with the requests from the past 24 hours with any new requests.
- The Teacher Recommendation Manager is a central location for all things related to teacher letters of recommendation.
- Staff can manually update the status of the letters of recommendation request to *Requested, In Progress, Submitted* or *Cancelled*

Teachers - Start here to prepare and send student letters of recommendation.

1. **Log in** to your [Naviance staff](#) account.
(*If you have forgotten your log in information for your staff account, please email naviance@everettsd.org)

2. Click on **Manage and complete your college recommendations**
(This is where any student requests through Naviance will appear.)

3. This will take you to the **Teacher Recommendations-requests** tab where you can view **All recommendation requests, Requested, In Progress, Submitted, Cancelled** requests

Upload a Letter of Recommendation for a Specific College

4. Click **Upload File** under the **Action** column next to the specific college request.

5. From the **eDocs>Prepare** tab, click the **Upload** button next to the request

6. Choose the specific college **Application** from the drop-down menu

7. Click the **Browse** button to locate your letter of recommendation file to upload

8. Click **Upload File**

Upload a Letter of Recommendation for All Applications

9. Click **Upload File** under the **Action** column.

10. From the **eDocs>Prepare** tab, click the **+Add** button next to **Teacher Documents**

11. Choose **All Applications** from the **Application** drop-down menu.

12. Click the **Browse** button to locate your letter of recommendation file to upload

13. Click **Upload File**

14. After preparing the documents for the student, they will appear in the **Teacher Documents** section. Here you can **view, replace, or delete a document** by clicking the corresponding link in the **Actions** column.

15. The **Common App Teacher Evaluation** has to accompany the letter of recommendation for Common App Schools.

16. In the student's profile, click the **eDocs> Prepare** tab and then click the **Add** button next to **Teacher Documents**

17. Click **Prepare a Form** and select the **Common App Teacher Evaluation** from the drop-down list

18. Click **Prepare Form** to complete the form, then click **Save**

19. To submit the letter of recommendation with the Common App Teacher Evaluation

20. Select the documents you would like to submit based on the college(s) on the student's list.

21. Click the button to **Review and Submit** then on the next screen click **Submit**

Additional Questions??? Please contact naviance@everettsd.org