NAVIANCE
by HOBSONS

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

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- 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

Column Heading Title	Description
Recommendation For	The application associated with the request
Deadline	The deadline associated with the application, based on when the student indicated she/he is applying
Recommender	The recommender associated with the request
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.

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** ⓘ	**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, 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.

    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