

A large red square with a white border, centered on a white background. Inside the square, the text "Requesting Letters of Recommendation" is written in white, bold, sans-serif font, arranged in three lines.

**Requesting
Letters of
Recommendation**

What you should know...

- No more than 4, unless there is a really good reason (3 is best)
- Follow directions about who and how many
- Choose recommenders that can speak to different strengths.
For example, an LA or SS teacher and a Math or Science teacher.
- Your counselor rec is written by your advisor
- You can also use a CE mentor, coach, or employer if the college allows.
- Start early. Though 3 weeks is the standard turnaround time, giving your recommenders longer is preferred

FIRST STEP:

Grab a pink letter of rec request form in the counseling office

Fill it out with as much detail as possible, and hand it to your recommender IN PERSON.

Chocolate helps :)

Log on to Naviance: <http://connection.naviance.com/newvista>

Your username is firstname.lastname

Welcome, Marley!

[Search for Colleges](#)



Type a college name

SEARCH

Welcome Seniors!

Yay!! You are a senior! Please fill out the below survey:

12th Grade Fall Counseling Survey 18/19

This can be an exciting and stressful time. We invite you to explore the Naviance which is an incredible post-

[Read more](#)

Important To-Dos and Tasks

My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CLUSTERS

I'm thinking about

What's New

Welcome, Marley!

Search for Colleges



Type a college name

Click here and here

- COLLEGES Home
- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- Find Your Fit
- Research Colleges
- Apply to College
- Scholarships and Money

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My Favorites

COLLEGES I'm thinking about

COLLEGES I'm applying to

CAREERS AND CLUSTERS I'm thinking about

Scroll down and then click on
“Letters of recommendation”
under “Apply to Colleges”



Apply to Colleges



COLLEGES

I'm applying to

Letters of Recommendation

College Events

Manage Transcripts

Test scores

Click on “Add Request”

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



Your recommendation requests will show up here.

Add Request

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

Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

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

1. Choose your teacher from the drop down box.
2. Select which colleges. Most students select “all colleges”
3. Write a nice note to your recommender. You filled out what you want them to include on your pink form so need to include that here.

Your letters will be sent through Naviance after you request your transcript and all your recommenders have added their letters.

To request your transcript, grab a green form in the counseling office, add \$2 for each transcript, and give it to Julie Ikler.

