

INSTRUCTIONS FOR REQUESTING LETTERS OF RECOMMENDATION



1. Ask to your teacher first about writing a letter of recommendation
2. Log on to your Naviance account
3. Click on the **About Me** tab
4. Complete the **Senior Letter of Rec form** survey to the left
5. Complete the form with short answers. This form is not meant to be paragraphs of personal information.
6. Click on the **Colleges I'm applying to** link
7. Scroll to bottom of page and add your teachers to **Teacher Recommendations**
8. Once you add your teachers name it will send them an email request
9. **ALWAYS** give your teacher a deadline. You will not be able to view your letters of recommendation

Be sure to say THANK YOU!!

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