

## 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)
- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college
- 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
<b>Recommendation For</b>	The application associated with the request
<b>Deadline</b>	The deadline associated with the application, based on when the student indicated she/he is applying
<b>Recommender</b>	The recommender associated with the request
<b>Status</b>	<p>The status of the LOR request:</p> <p><b>Requested:</b> Student has requested LOR</p> <p><b>In Progress:</b> Teacher has written the LOR</p> <p><b>Submitted:</b> 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</p> <p><b>Cancelled:</b> Either the student, teacher, or counselor has cancelled the request.</p>
<b>Cancel Request</b>	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