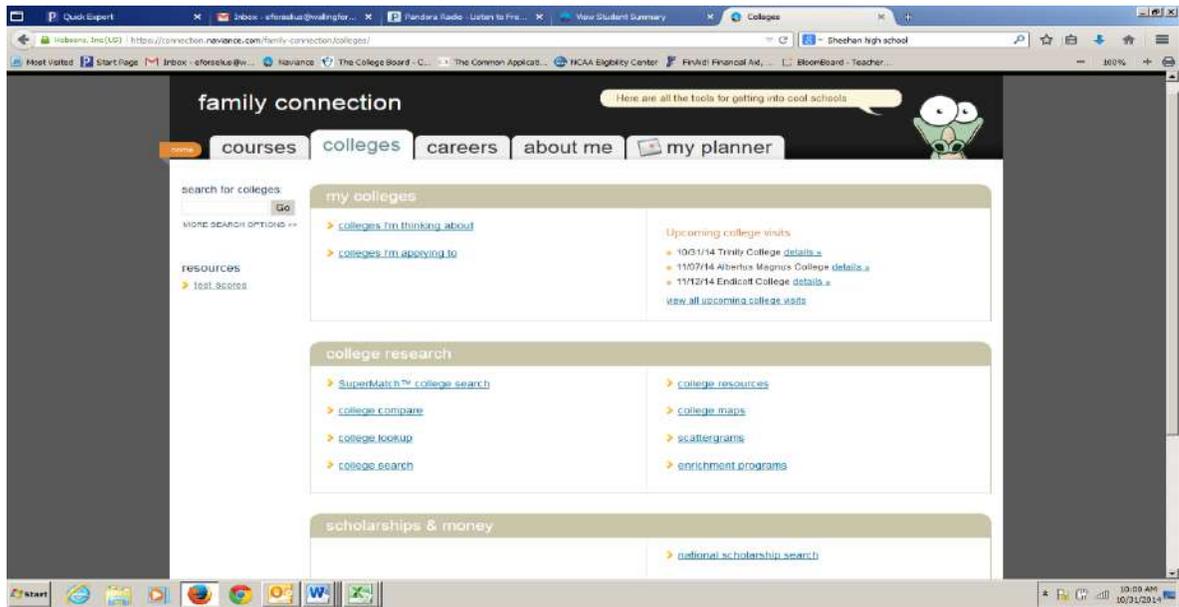


Question: HOW DO I REQUEST RECOMMENDATIONS?

Answer:

\*Note: Students should informally ask for recommendations in person first then they request formally through Naviance if agreed upon.

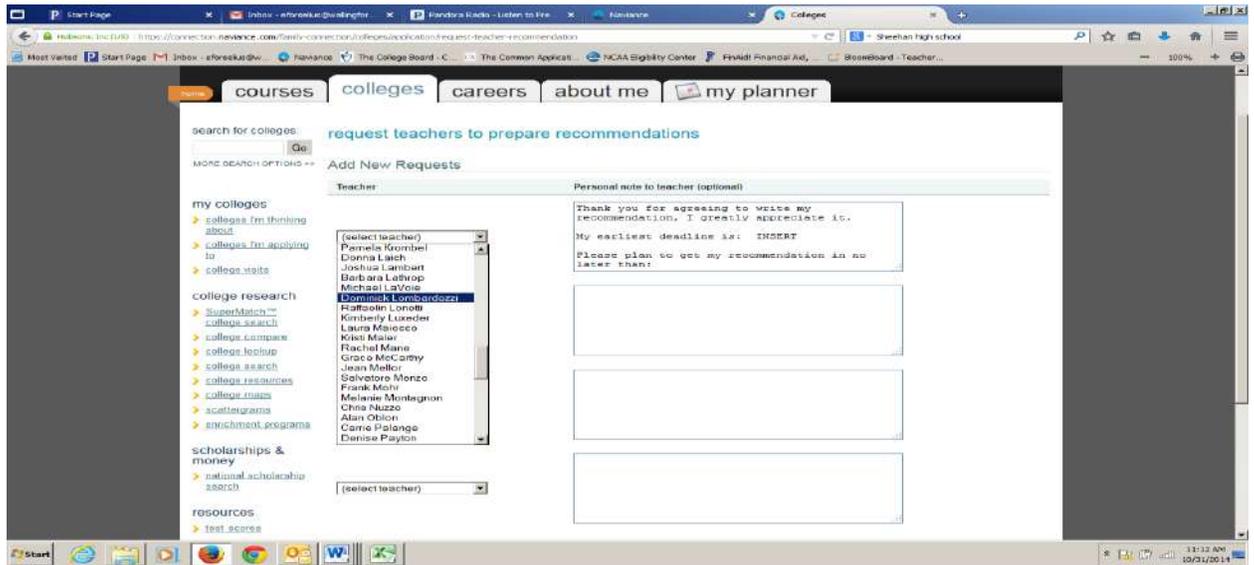
1. Login to Naviance (<https://succeed.naviance.com>). \*Note: Your username/password is likely the same you use to login to the school computers.
2. Go to “Colleges” tab and click “Colleges I’m applying to”



3. Scroll to the bottom to “Teacher Recommendations” and click “add/cancel requests”



4. Every teacher at Sheehan is listed in the drop-down. Choose each teacher one by one and write a formal request. Once completed, click "Update requests".



5. If you are requesting recommendations outside of Sheehan continue reading...

Requests for recommendations done outside of Sheehan require the recommender to complete the recommendation and send it to the colleges directly. \*Supply recommender with pre-stamped and addressed (to each college admissions office for which you're applying) envelopes. Request that recommender make copies of their recommendation and send directly to your colleges in the envelope you provided.