Question: HOW DO I REQUEST RECOMMENDATIONS?

Answer:

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

- 1. Login to Naviance (<u>https://succeed.naviance.com</u>). *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"

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

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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".

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

Requests for recommendations done <u>outside of Sheehan</u> require the <u>recommender</u> to complete the recommendation and send it <u>to the colleges directly</u>. *Supply recommender with <u>pre-</u> <u>stamped and addressed</u> (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.