



Requesting Letters of Recommendation:

Students: It is suggested that you ask **at least one teacher or counselor who knows you well** to write you a recommendation in the spring of your junior year. If you wait until the fall, you must give a **minimum of 3 weeks notice prior** to the college's deadline.

Recommendations are made electronically through Naviance after a personal discussion with the person you are making the request to. Requests also include providing a copy of your resume, which summarizes your extra-curricular activities. Please refer to the directions below.

****Please Note:** Teachers and Counselors will be uploading their recommendations directly into Naviance. If you apply to a school that does not accept electronic submission, your counselor will still be able to access your recommendation in Naviance and will be able to print a copy to mail.

Requesting a Teacher/Counselor Recommendation

1. Please have a personal discussion with the person you are making the request to first.
2. In your Naviance account:
 - Open the **"colleges"** tab.
 - Click on **"colleges that I'm applying to"**.
 - Under **Teacher Recommendations**, click on **"add/cancel requests"**.
 - Select your teacher by using the drop down box.
 - You can write a note asking them to write you a recommendation and add any other information you think may be useful for the teacher to know. Do not forget to thank them!
 - Click **"update requests"** at the bottom of the screen when you are finished.

The request will be go directly to the teachers Naviance account. They will upload your recommendation to your account in Naviance. You will be able to see the status of your recommendations when you log into your account.

Uploading your Resume

In your Naviance account:

1. Open the **"about me"** tab.
2. Look in **"interesting things about me"** and open the **"journal"** page.
3. Click **"add new entry"**
4. Under type, choose **"other"**
5. Under subject, type in your name and then resume. (John Smith resume)
6. Choose who you will share this document with (**must choose counselor and teacher**)
7. Type any notes you feel the teacher needs to know about your resume.
8. Under file click **"Choose File"**, find and click **attach** to upload your resume. You will see the attachment in the box below.
9. Scroll down to bottom of page and click on **"Add Journal Entry"**. ***This is important, if you do not click on "Add Journal Entry" your resume will not attach.**

You can access your journal at any time, if you make updates to your resume at a later date, you may upload a new resume. Make sure you either delete the old resume and/or send a note to the teacher and counselor informing them of your new upload.