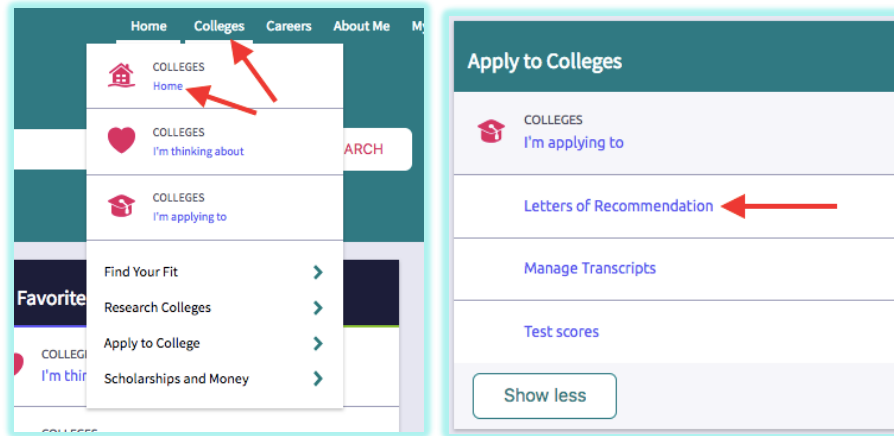


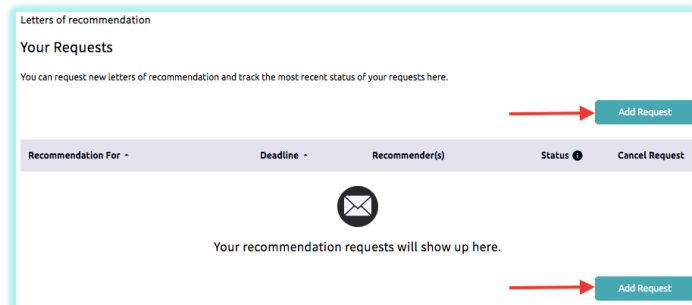
Step 1: Requesting Teacher Recommendations

Speak with the teacher in person to request a letter of recommendation and give them at least **three weeks** to complete the recommendation.

1. Log into Naviance Student, click on the **Colleges** tab, click **Colleges "Home"** button, click **Letters of Recommendation**.



2. Click **Add Request** to submit a new request to a teacher.



3. Select a **teacher** from the drop-down list.

1. Who would you like to write this recommendation?*

Select A Teacher

4. Choose whether you want this teacher to write a unique **letter of recommendation to specific colleges**, or a **general letter of recommendation to send to all colleges** you add to your *colleges I'm applying to* list.

2. Select which colleges this request is for:*

- All current and future colleges I add to my *Colleges I'm Applying To* list. *
- *Select only if you have no preference for which teachers will meet the recommendation requirements for each college

- Choose **specific** colleges from your *Colleges I'm Applying To* list

Select All	Colleges -	Due -
<input type="checkbox"/>	Boston College	Nov 01 2019
	2 required / 2 allowed / 0 requested	

- 5. Include any specific information about your request (if this is your first-choice school, any specific program or major you are applying for, etc.), and then **Submit** the request.

- 6. To track your letter of recommendation requests, click on the **status** under the **Status** column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.