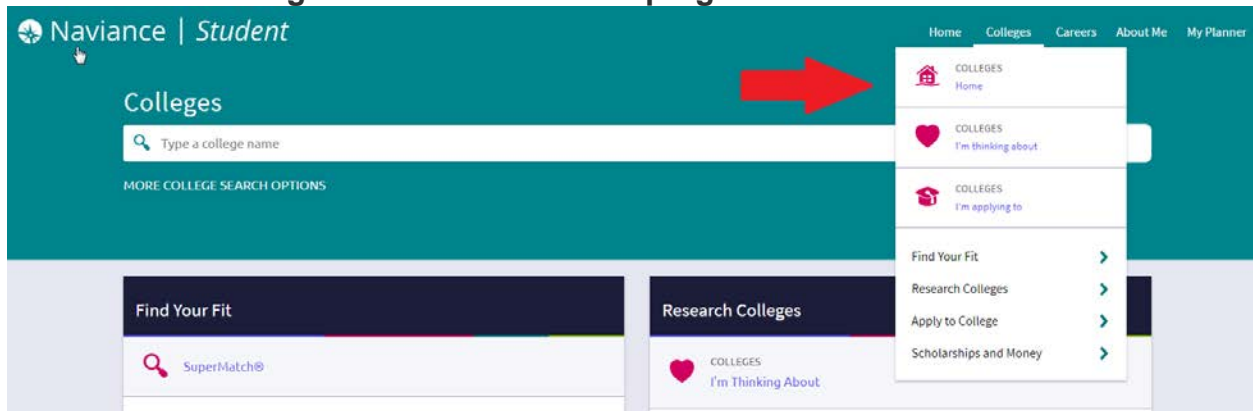
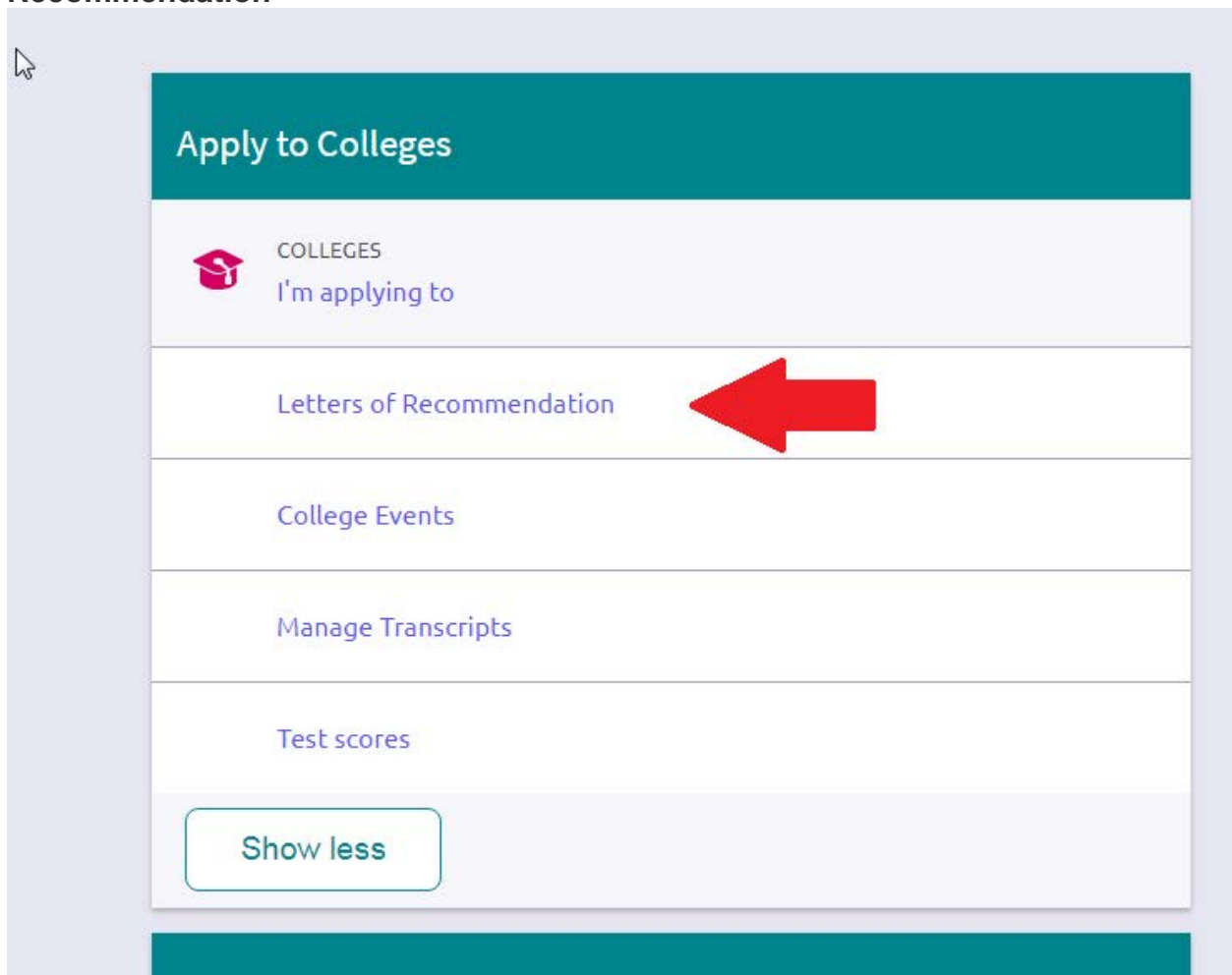


How to Request a Teacher Letter of Recommendation

1. Log into Naviance
2. Go to the “Colleges Home” tab in the top right corner.



3. Under the “Apply to Colleges” tab, you will see the link for Letters of Recommendation



4. Add the teacher you would like to request a letter from ONLY after you have talked to the teacher!!


- select **SPECIFIC** colleges since not all colleges require letters of recommendation. **DO NOT** choose “all current and future college..”
- Make sure you give your teacher a brag sheet or resume to help them write a good letter.

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!

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

 **Make sure you have asked the teacher. If they are not a choice, come see us in the CCC.**

2. Select which colleges this request is for:*

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

do not choose 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:

**Please give your teacher a brag sheet.
You can pick it up in the CCC or print it from the CCC website.**

3000 characters remaining