**REQUESTING A LETTER OF RECOMMENDATION IN NAVIANCE**

**\*\*\* Please check the delivery type column on the list of “Colleges I’m Applying to” page to confirm that the letter of recommendation may be delivered via Naviance (See deliver type section below).**

**\*\*\* Naviance can be used only to submit letters of recommendations to colleges/universities for the purpose of college admissions. If you are requesting a letter of recommendation for a scholarship application or other program, you must follow the guidelines outlined in the application’s instructions.**

**\*\*\*You must complete the following three tasks before requesting a letter of recommendation in Naviance.**

1. **Upload your resume’ in Naviance**
2. **Complete the Senior Questionnaire in Naviance**
3. **Submit a “CHS Teacher Letter of Recommendation Request Form”**

**REQUESTING A LETTER OF RECOMMENDATION IN NAVIANCE:** Complete the following steps to request a letter of recommendation from a teacher in Naviance.

1. Log into Naviance
2. Click on the "Colleges" tab
3. > “Colleges Homef”
4. Scroll down to the “Apply to Colleges” section
5. >”Letters of Recommendation”
6. > “Add Request”
7. Select the teacher’s name in the drop down menu in section 1.
8. In Section 2 assign the teacher’s recommendation to the schools of your choice or designate the teacher’s letter of recommendation for all or future schools.
9. In Section 3, provide the teacher with further instructions if applicable. Also, thank the teacher for writing a letter of recommendation on your behalf.
10. > “Submit Request”

**Delivery Types**

There are six delivery type icons you will see when sending college application materials for students.

Mail Only.GIF **\*(Mail Only)-**This icon represents colleges that only accept documents submitted via mail. The school does not accept documents electronically. Teachers must print out the letter and mail it, in the envelope provided by the student!

Electronic_Delivery.GIF **(Electronic)-**This icon represents electronic destinations that accept documents electronically via Naviance eDocs

CommonApp.GIF **(Common App)-**This icon represents Common App destinations that accept documents electronically via Naviance eDocs. It’s important to note this icon means the student has explicitly chosen to apply via Common App and indicated "Yes" in **Family Connection > Colleges I’m Applying to.**

Unknown.GIF **(Unknown)-**This icon is displayed when a student adds a Common App college but has not indicated whether or not he or she plans to apply via the Common App Online. This status may prohibit documents from being submitted to Common App.

CA_Strikethrough.GIF **(Common App via Electronic)-**This icon is displayed when a student has selected a Common App college and has indicated that he or she is not applying via the Common App Online. Letters of recommendation and transcripts will need to be submitted using a different method (submitted online via the college’s online portal/application, mailed, etc. ).

CA_not electronic.GIF **New**

**(Common App mail only)-**This icon displays when a student has selected a Common App college and has indicated that he or she is not applying via the Common App Online.  However, the school is not an electronic destination so letters of recommendations and transcripts will have to be printed and mailed to the destination.