Requesting a Teacher LOR

Naviance

Class of 2023
Who needs them?

- Letters of Recommendation (LOR) are required for a majority of *Common App* schools, some *out of state* schools and some Coalition Application schools.
  - UCs and CSUs do **not** allow LOR.
  - Community Colleges do not allow letters.
  - **Verify** the amount of teacher letters required by your college.
  - From the college website it might state if they require letters from core teachers **only** or upper class teacher.
  - If a college requests a humanities teacher that would include History, English and World Language.
- It is up to the senior to know the requirements for their applications.
Now that you have determined you need a letter...

This slide show will include:
Create or Log into your Common App
Add your colleges
Sign FERPA
Match your Common App with your Naviance account
Request a teacher LOR on Naviance
Follow the letter progress

These instructions are for teacher letters only. Instruction to request a counselor letter will be sent soon. You need to complete the LOR questionnaire in Naviance and resume either in Naviance or another template if you need a counselor LOR.
Steps and Parameters

- PRIOR to requesting the LOR in your Naviance account, students need to reach out to your selected teacher(s). If you have not done this prior to the end of your junior year, reach out NOW.
- Student can request senior teachers for letters.
- Do not request the letter in Naviance until the teacher has agreed to write it.
- If colleges request two letters from teachers, do not try and send more.
- Please only ask teachers if you need a letter. Each letter takes at least 2 hours to write.
- Do not wait until the last minute to ask for a letter from a teacher.
- Teachers are not required to write a letter and could have their own deadlines for requesting.

IMPORTANT:
If you need to change the date of your deadline after teacher variable approval, you must ask your teacher & counselor if they can meet your adjusted deadline. For example, you entered in Naviance a college as Regular decision which is Jan 1, then you want to change it to Early Action with a deadline of Nov 1. Just changing the deadline without communicating is not accepted. Before you request the teacher letter in Naviance confirm it lists the correct deadline on the request page.
Log into your Common App account or create a Common App account. Add the colleges you will be applying to.
Pages on the Common App to complete prior to officially requesting a teacher LOR

- Add at least one college to your application
- Complete your profile
- Complete the Current or Most Recent Secondary/High School page
- Complete the Other Secondary/High Schools page
- Waive your rights on the FERPA page
Complete the Profile Pages
Add the colleges - you need to add at least one college prior to requesting LOR
Sections: Current or Most Recent Secondary/High School and Other Secondary/High School on the Education pages needs to be completed next, which is located on the Common App tab.
It is important that you release your information on the FERPA page. Waiving your rights lets colleges know that you do not intend to read your recommendation, which helps reassure colleges that the letters are candid and truthful. Read the choices carefully.

**FERPA Waiver**

- Click on the “My Colleges” Tab. Select one college.
- The FERPA question is found within the 'Assign Recommenders' tab of your application.
- **IMPORTANT:** You will NOT be assigning recommenders though the Common App website. You will be requesting teacher recommendations through Naviance.
- Do not provide counselor or teachers’ names or emails on the Common App.
- To make your FERPA decision, click on the 'release authorization' link and follow the prompts.
- Complete Form and save.
DO NOT INVITE Carlmont Teachers or Counselors on the “Invite Recommenders” section. You will “invite” teachers through Naviance

My Colleges
*Click on one of your colleges
*Click on Recommenders and FERPA

![Screenshot of Naviance interface showing the Recommenders & FERPA section]
IMPORTANT
Read the FERPA Instructions

Instructions

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by reading our FAQ. We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.

1. How does FERPA relate to your college application?
   - FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In a moment, you’ll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?
   - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
   - Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?
   - That’s OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the Help Center.

☐ I have read and understood the FERPA Release Authorization explanation above.*
We suggest:

- I waive my right to review all recommendations and supporting documents.
- I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I sign and click Save below.*
Next match your Common App account to your Naviance account. Log into your seq account from the Carlmont website.
Now log into your Naviance account from the Carlmont website.
From your Naviance home page, select Colleges I’m Applying to.
Click on Match Accounts - after the match, the colleges listed on your Common App will automatically add to Colleges I’m applying to” in Naviance.

After Matching, **verify the deadlines are correct** in your Colleges I’m Applying to” page. The date listed will be the date counselors and teachers will use to send letters.
Now you can add LOR request for teachers in Naviance. Go to the College tab - using the pull down click on Letters of Recommendation.
Click on Add Request

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

<table>
<thead>
<tr>
<th>Recommendation For</th>
<th>Deadline</th>
<th>Recommender(s)</th>
<th>Status</th>
<th>Cancel Request</th>
</tr>
</thead>
</table>

Your recommendation requests will show up here.
Only select colleges that accept teacher LOR

1. Select one Carlmont teacher
2. In the personal note section, thank your teacher for taking time to write a letter for you.
3. Select the college to send the letter from that teacher.

Repeat for additional teachers.

Do not select a UC or CSU to receive your letter as they do not accept them.

*If you add more colleges to Common App after requesting the teacher in Naviance, you must return to Naviance to request the letter for the additional colleges.*
1. Who would you like to write this recommendation?*

Abdilla, Jaime

2. Select the recommendation request type:*  

<table>
<thead>
<tr>
<th>Select</th>
<th>Colleges</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alabama A &amp; M University</td>
<td>Jul 01 2019</td>
</tr>
<tr>
<td></td>
<td>-- required / -- allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bentley University</td>
<td>Nov 15 2020</td>
</tr>
<tr>
<td></td>
<td>1 required / 5 allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brigham Young University-IDaho</td>
<td>Feb 01 2022</td>
</tr>
<tr>
<td></td>
<td>-- required / -- allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>California Baptist University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- required / -- allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapman University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 required / 2 allowed / 0 requested</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Art Institute of California - San Francisco - CLOSED TO NOT USE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 required / 0 allowed / 0 requested</td>
<td></td>
</tr>
</tbody>
</table>
What’s Next??

*Your selected teachers will receive an email from Naviance with your request.

*Your teacher might ask you to complete a questionnaire to support their writing.

*You can check your Naviance account (LOR page) to verify letter has been submitted (usually near deadline).

*If you change your application deadline (EA/ED to Regular, or Regular to EA/ED) please contact your teacher to ask if they are able to accommodate your change. Then update your Naviance account. **Do not assume changing the date in Naviance is enough.**

*Most Common App colleges will require a letter from your counselor and/or school report. Information will be sent with that process later.
If your college is not on the Common App but needs a LOR, add the college using the PLUS button on the "Colleges I'm applying to" page. Then follow slides 18 - 21 to request a LOR from your teachers. Remember UCs and CSUs do not allow letters.
Questions??
Ask Mrs. Rasor from your College & Career Center
nrasor@seq.org or come into your College & Career Center