

# 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.

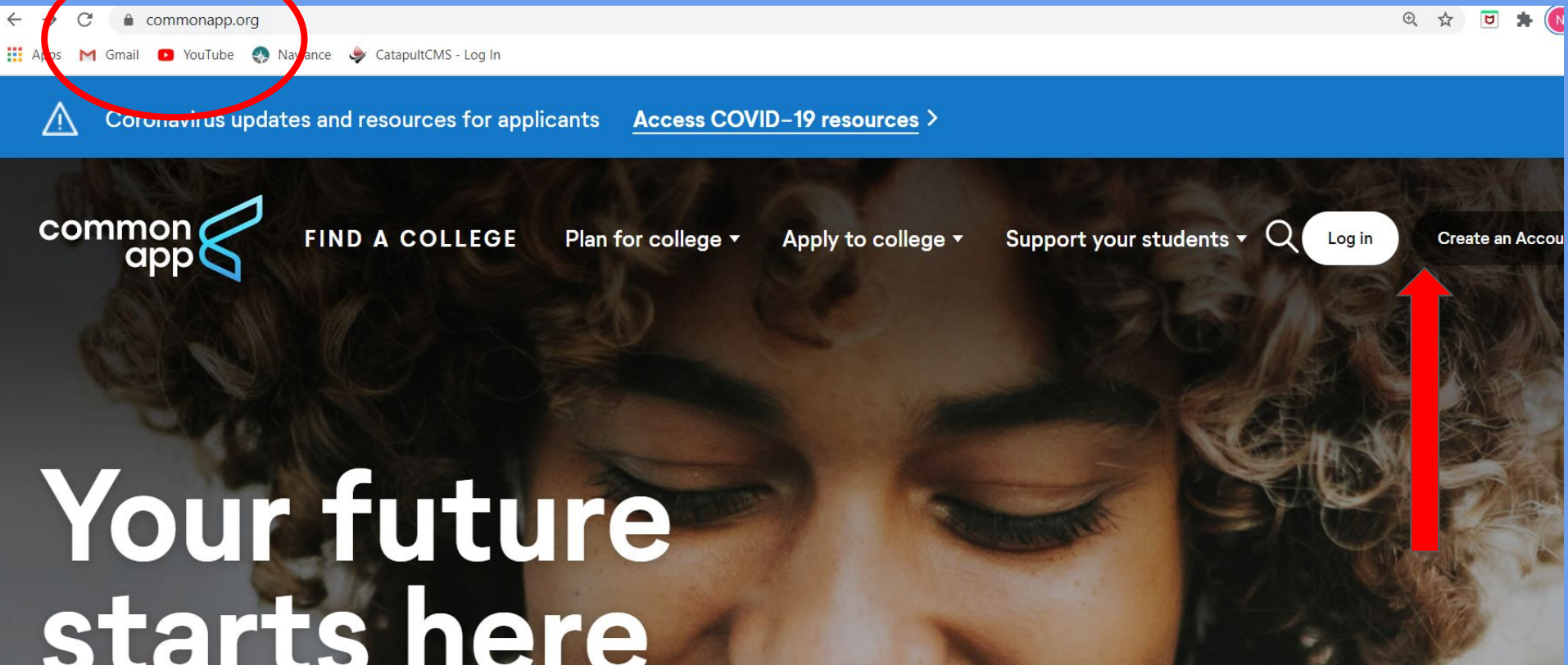
# Steps and Parameters

- 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.



A screenshot of the Common App website. The browser's address bar shows 'commonapp.org' circled in red. The website's header is blue with a white warning icon and the text 'Coronavirus updates and resources for applicants' and 'Access COVID-19 resources >'. Below this is a dark blue navigation bar with the 'common app' logo, 'FIND A COLLEGE', 'Plan for college ▾', 'Apply to college ▾', 'Support your students ▾', a search icon, a 'Log in' button, and a 'Create an Account' button. A large red arrow points to the 'Create an Account' button. The background of the page features a close-up of a person's face with curly hair and the text 'Your future starts here' in large white letters.

commonapp.org

Coronavirus updates and resources for applicants [Access COVID-19 resources >](#)

common app

FIND A COLLEGE Plan for college ▾ Apply to college ▾ Support your students ▾

Log in Create an Account

Your future starts here

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

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades  
1 college(s) require

Profile

Preview

Personal Information

First/given name\*

Nina

Middle name

Last/family/surname\*

Rasor

Suffix

- Choose an option -

Would you like to share a different first name that you go by? [Learn more](#)

☐ Yes

☐ No

Clear answer

Need help?

What are the hours for student chat?  
You are able to chat with us Monday-Friday, 12pm-8pm Eastern Time\* (excluding holidays) from October - [Read more](#)

I already submitted, can I change some of my answers?  
You can return at any time and change your answer to any question in the Common App tab for future [Read more](#)

Add the colleges - you need to add at least one college prior to requesting LOR



Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

## College Search

Application Requirements

College or City Name

Separate multiple search terms with a comma, e.g.: Washington, Boston

 More filters

880 results

Sort by: College Name ▼



**Aberystwyth University**  
Aberystwyth, Ceredigion - GBR



**Adelphi University**  
Garden City, NY - USA



**Agnes Scott College**

### Instructions and Help



#### Need Help?

Please use the link below to look for an answer to your question. Answers to most questions can be found in [Read more](#)



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

The screenshot displays the Common App user interface. At the top left is the 'common app' logo. A navigation bar contains five tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. A red arrow points to the 'Common App' tab. On the right, a 'Welcome, Nina!' message is shown with a profile picture placeholder. The main content area is divided into a left sidebar and a central panel. The sidebar, titled 'Common Application', lists sections: Profile, Family, Education (highlighted with a red arrow), Testing, Activities, Writing, and Courses & Grades (noting '0 college(s) require'). The central panel is titled 'Education' (also highlighted with a red arrow) and includes a 'Preview' button and a 'View Education Tutorial' link. Below this is a section for 'Current or Most Recent Secondary/High School' with a dropdown arrow. The text in this section reads: 'Current or most recent secondary/high school \*', 'Carlmont High School', '1400 Alameda de Las Pulgas', 'Belmont, CA 94002-3585', 'USA', 'Public', and 'CEEB Code : 050270'. At the bottom of this section are 'Change' and 'Remove' buttons. On the far right, an 'Instructions and Help' box contains a 'Need Help?' section with a link to 'Read more'.

common app

Dashboard My Colleges Common App College Search Financial Aid Resources

Welcome, Nina!

Common Application

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades  
0 college(s) require

Education

Preview

[View Education Tutorial](#)

Current or Most Recent Secondary/High School

Current or most recent secondary/high school \*

Carlmont High School

1400 Alameda de Las Pulgas

Belmont, CA 94002-3585

USA

Public

CEEB Code : 050270

Change Remove

Instructions and Help

Need Help?

Please use the link below to look for an answer to your question. Answers to most questions can be found in [Read more](#)

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*

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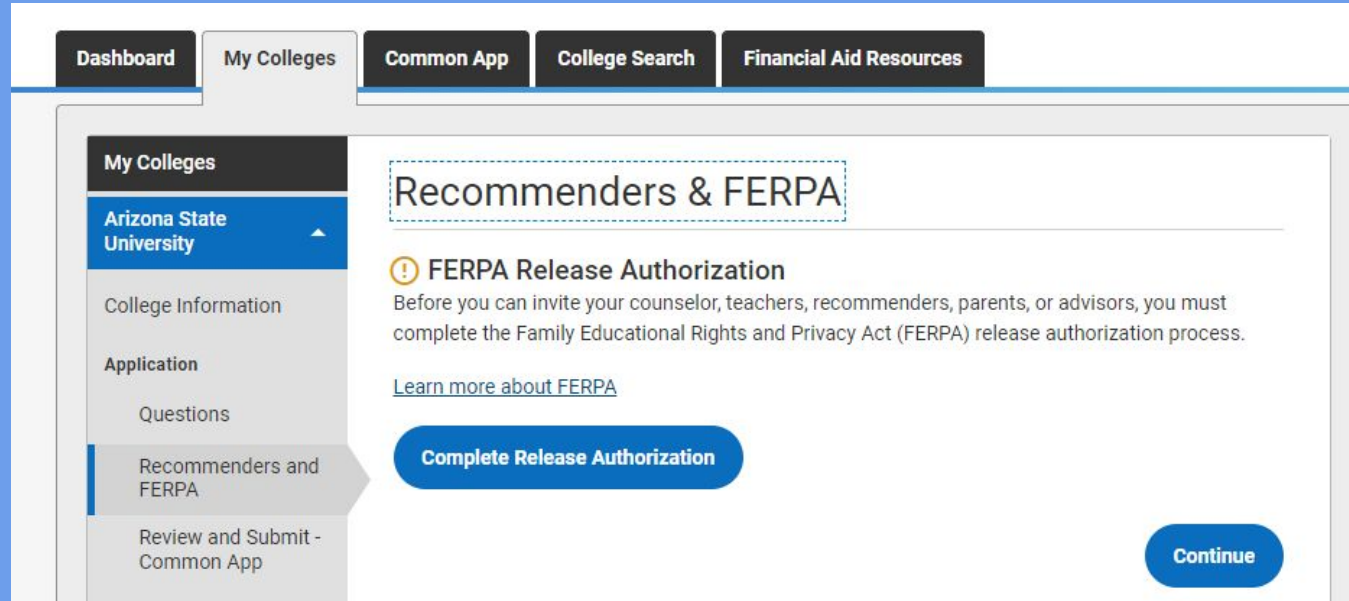
- ☐ Click on the “My Colleges” Tab. Select one college.
- ☐ The FERPA question is found within the 'Assign Recommenders' tab of your application.
- ☐ **\*\*IMPORTANT: You will NOT be assigning recommenders though the Common App website.** You will be requesting teacher recommendations through Naviance.
- ☐ 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.

## My Colleges

\*Click on one of your colleges

\*Click on Recommenders and FERPA

**DO NOT INVITE**  
Carlmont Teachers  
or Counselors on the  
“Invite  
Recommenders”  
section. You will  
“invite” teachers  
through Naviance



# IMPORTANT

## Read the FERPA Instructions

### ✕ Release Authorization

## 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.\*



## Release Authorization

### FERPA Form



I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*

Please select one: \*

☐

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.**\*

Signature \*

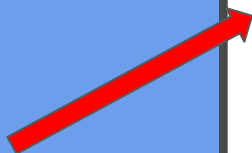
Date \*



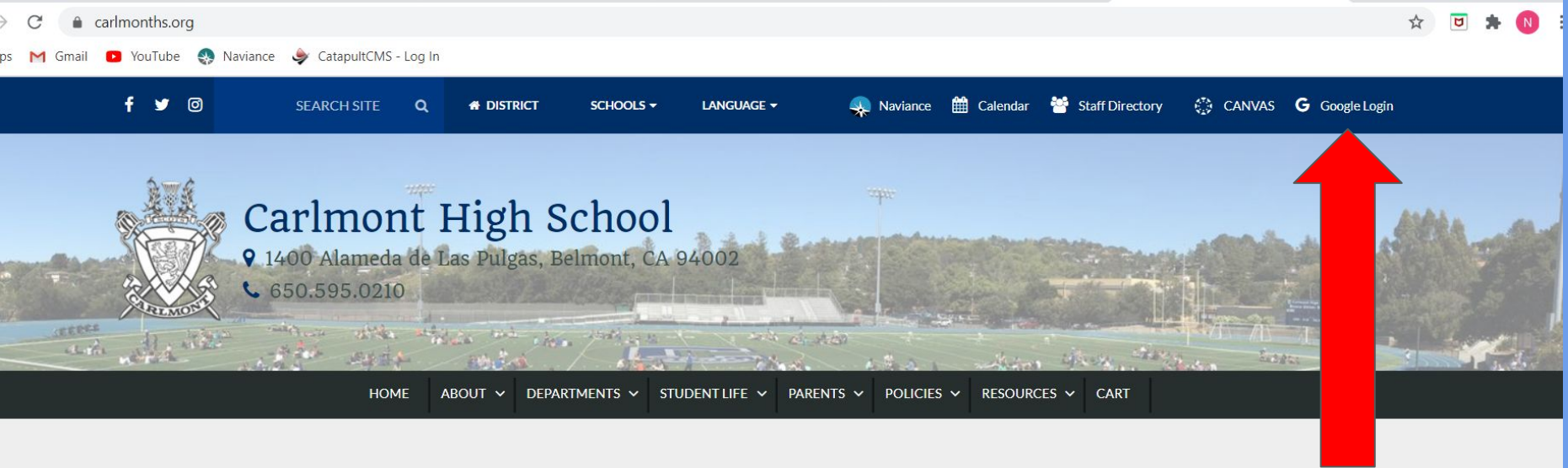
Back

Save and Close

We suggest



Next match your Common App account to your Naviance account. Log into your seq account from the Carlmont website

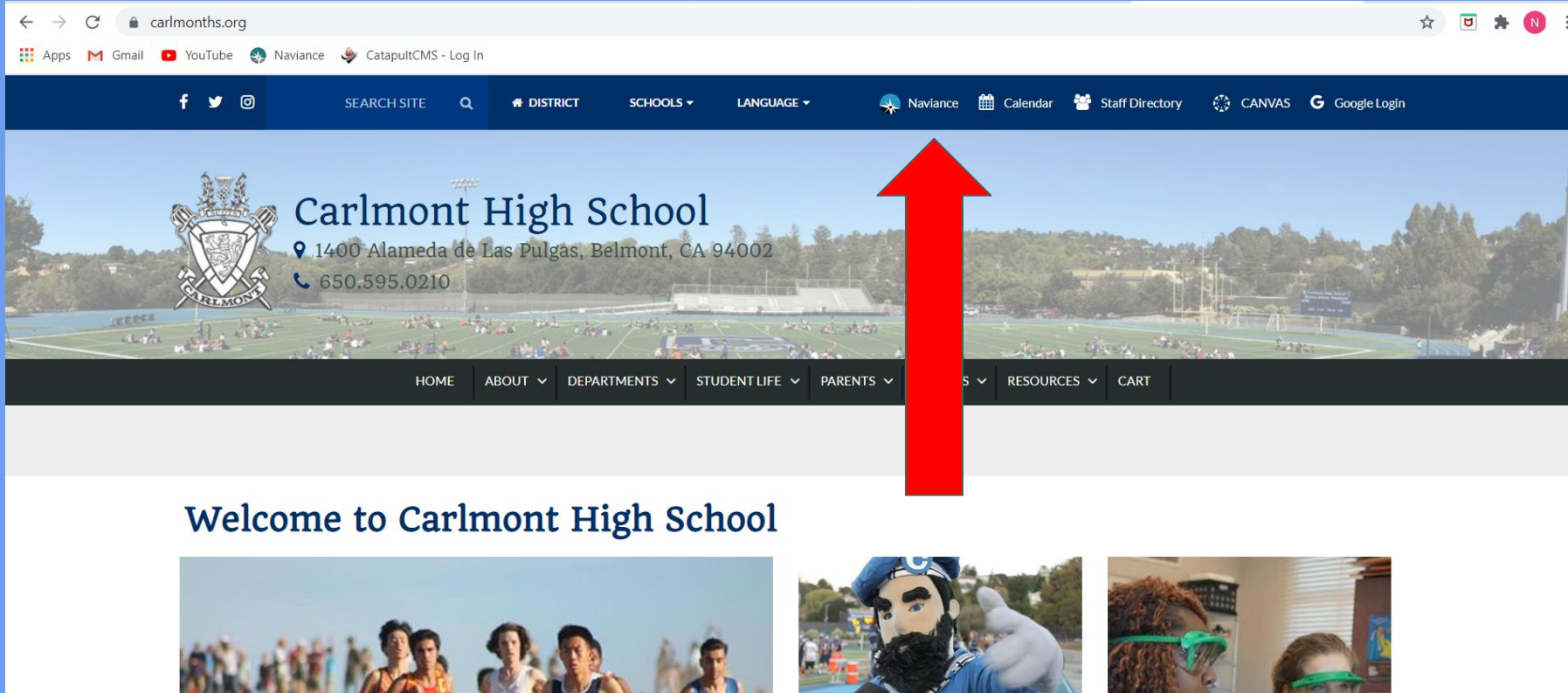


Welcome to Carlmont High School





Now log into your Naviance account from the Carlmont website



The screenshot shows the Carlmont High School website at [carlmonthsof.org](http://carlmonthsof.org). The top navigation bar includes links for [DISTRICT](#), [SCHOOLS](#), [LANGUAGE](#), [Naviance](#), [Calendar](#), [Staff Directory](#), [CANVAS](#), and [Google Login](#). A large red arrow points to the [Naviance](#) link. Below the navigation bar is a banner for Carlmont High School with the address 1400 Alameda de Las Pulgas, Belmont, CA 94002 and phone number 650.595.0210. The main content area features the heading "Welcome to Carlmont High School" and three images: a group of students running, a mascot character, and two students wearing green headbands.

carlmonthsof.org


Apps Gmail YouTube Naviance CatapultCMS - Log In

f t i

SEARCH SITE




DISTRICT SCHOOLS LANGUAGE

Naviance Calendar Staff Directory CANVAS Google Login

 **Carlmont High School**  
1400 Alameda de Las Pulgas, Belmont, CA 94002  
650.595.0210

HOME ABOUT DEPARTMENTS STUDENT LIFE PARENTS RESOURCES CART

**Welcome to Carlmont High School**

# From your Naviance home page-select Colleges I'm Applying to

Welcome, Demo Razor - Carlmont College & Career Center!

Search for Colleges



Type a college name

SEARCH

## Welcome Back Class of 2021

English



Go

Welcome back to school.

This fall your counseling department and your College and Career Center will lead you through the college application process. Please read your emails regularly. We are here for all your questions and concerns. Colleges will be conducting virtual visits with Carlmont students during September, October and November.

[Read more](#)

## My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CENTERS

I'm thinking about





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

Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.  
Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Application Milestones Compare Me

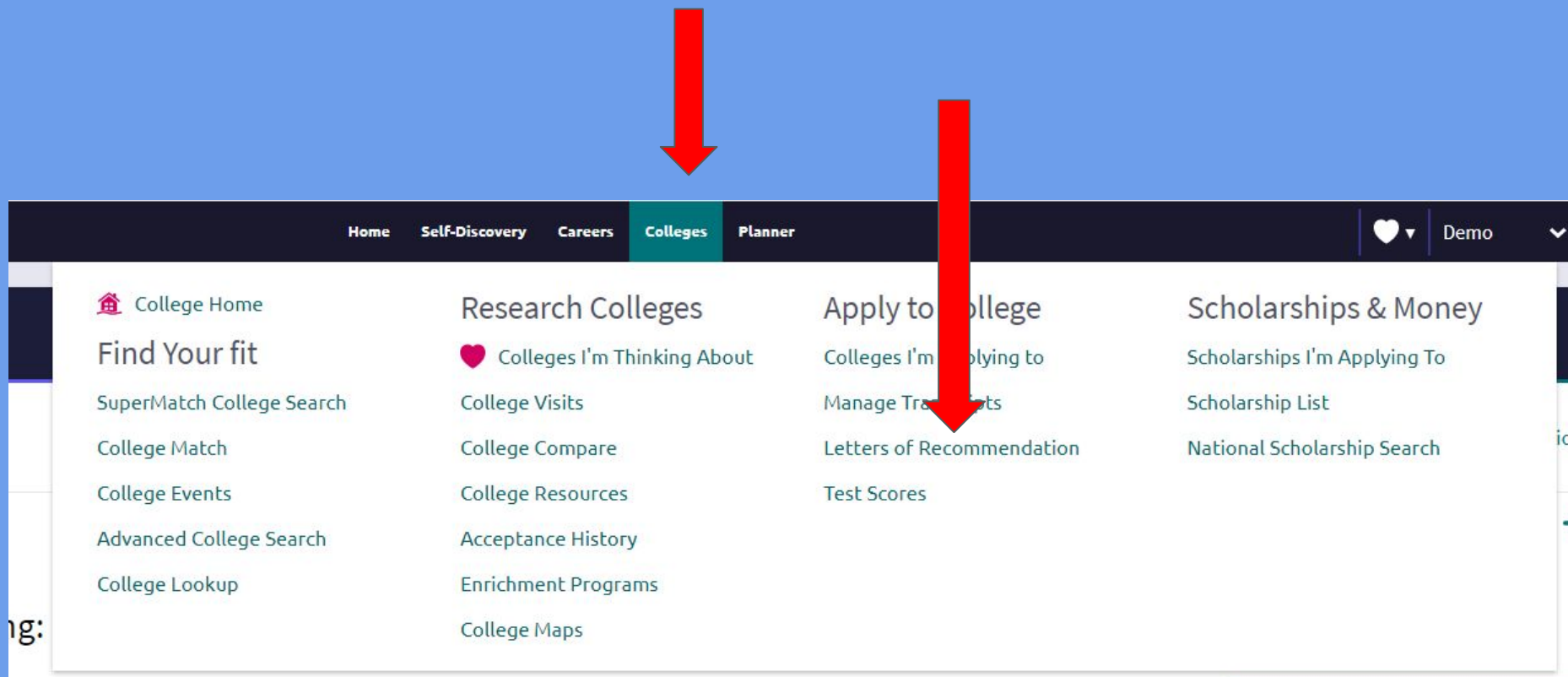
+ = extended profile available

+ REQUEST TRANSCRIPTS

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
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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.

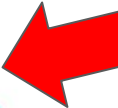
Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status i	Cancel Request
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Your recommendation requests will show up here.

Add Request



## 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.**

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

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

Abdilla, Jaime



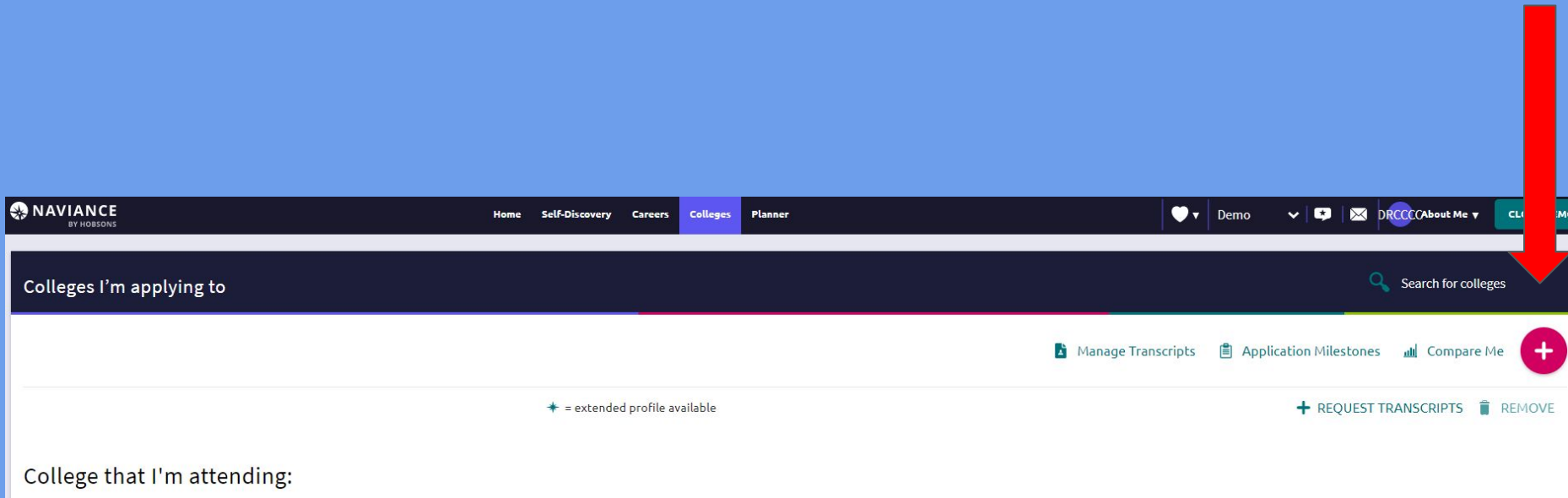
## 2. Select the recommendation request type:\*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 0 requested	Jul 01 2019
<input checked="" type="checkbox"/>	Bentley University 1 required / 5 allowed / 0 requested	Nov 15 2020
<input checked="" type="checkbox"/>	Brigham Young University-Idaho -- required / -- allowed / 0 requested	Feb 01 2022
<input type="checkbox"/>	California Baptist University -- required / -- allowed / 0 requested	
<input checked="" type="checkbox"/>	Chapman University 1 required / 2 allowed / 0 requested	
<input type="checkbox"/>	The Art Institute of California - San Francisco - CLOSED TO NOT USE 0 required / 0 allowed / 0 requested	

# 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.



The screenshot shows the Naviance web interface. The top navigation bar includes links for Home, Self-Discovery, Careers, Colleges (highlighted), and Planner. On the right of the navigation bar are icons for a heart, Demo, a dropdown arrow, a chat bubble, an envelope, and a profile icon labeled 'DRCCCC About Me'. A green button labeled 'CL' is also visible. Below the navigation bar is a dark header with the text 'Colleges I'm applying to' on the left and a search bar with a magnifying glass icon and the text 'Search for colleges' on the right. A large red arrow points from the top right towards a pink circular button with a white plus sign located in the top right corner of the main content area. Below the header, there is a row of links: 'Manage Transcripts' (with a document icon), 'Application Milestones' (with a calendar icon), 'Compare Me' (with a bar chart icon), and the pink plus button. Below this row, there is a legend stating '+ = extended profile available' and two buttons: '+ REQUEST TRANSCRIPTS' and 'REMOVE' (with a trash can icon). At the bottom of the page, there is a white box containing the text 'College that I'm attending:'.



Questions??

Ask Mrs. Rasor from your College & Career Center  
[nrasor@seq.org](mailto:nrasor@seq.org) or come into your College & Career Center