

Requesting a Teacher LOR Naviance Class of 2024



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 has been sent to seniors. You need to complete the LOR questionnaire in Naviance and resume either in Naviance or another template if you need a counselor LOR.

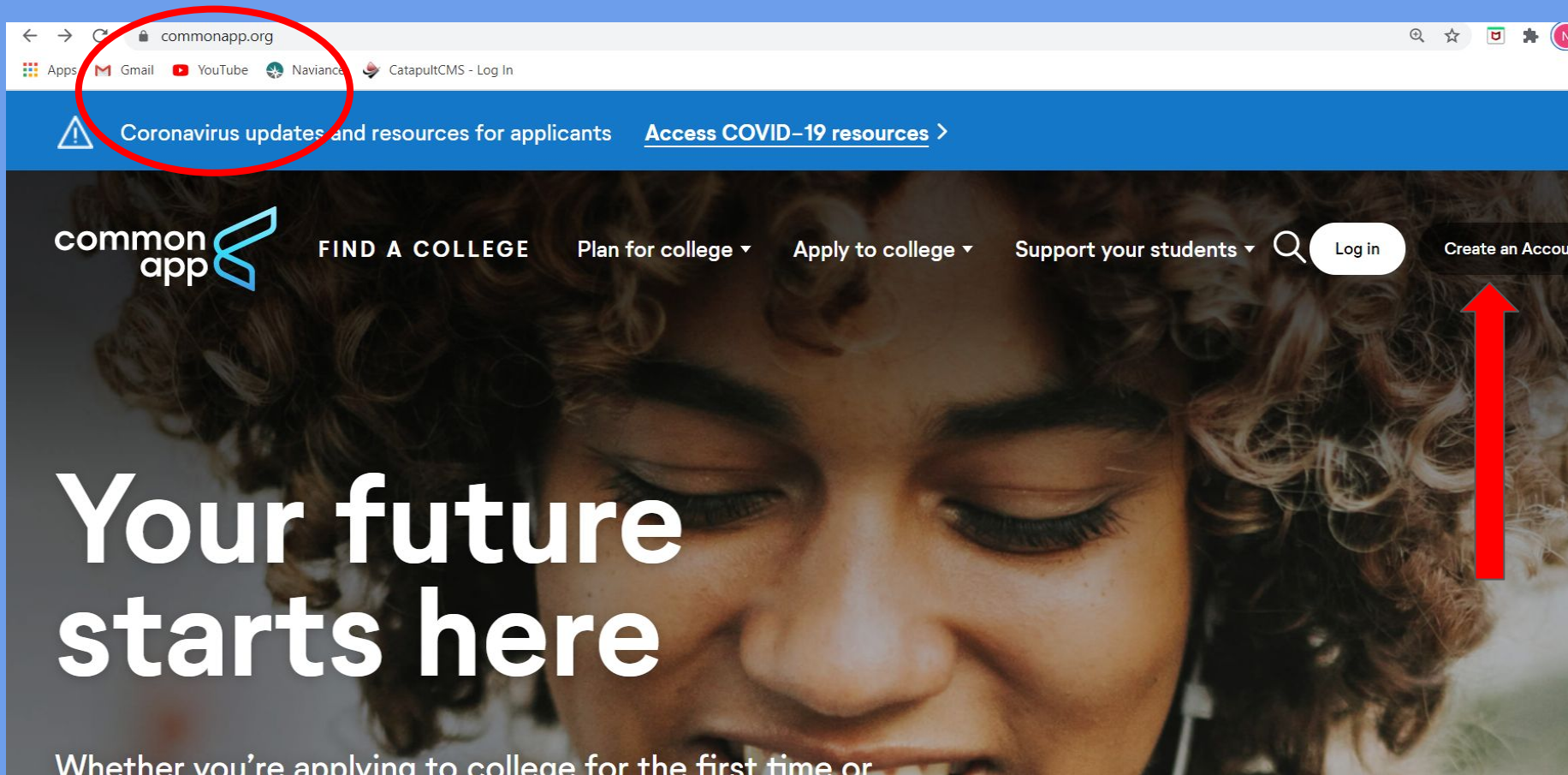
Steps and Parameters

- 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.



The image shows a screenshot of the Common App website homepage. The browser's address bar at the top shows the URL 'commonapp.org', which is circled in red. Below the address bar, there are navigation links for 'Coronavirus updates and resources for applicants' and 'Access COVID-19 resources >'. The main navigation bar includes 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 red arrow points upwards to the 'Create an Account' button. The background of the page features a close-up image of a young woman with curly hair, looking down with a slight smile. The text 'Your future starts here' is overlaid on the image in large white font. At the bottom, there is a partial sentence: 'Whether you're applying to college for the first time or'.

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

Whether you're applying to college for the first time or

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

The screenshot displays the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. On the left, a sidebar menu lists: Common App, Profile (selected), Family, Education, Testing, Activities, Writing, and Courses & Grades (with a note: 1 college(s) require). The main content area is titled 'Profile' and contains a 'Preview' button. Below this is a section for 'Personal Information' with a dropdown arrow. The form includes the following fields: 'First/given name*' with the value 'Nina'; 'Middle name' (empty); 'Last/family/surname*' with the value 'Razor'; and 'Suffix' with a dropdown menu showing '- Choose an option -'. At the bottom of the form, there is a question: 'Would you like to share a different first name that you go by?' with radio buttons for 'Yes' and 'No', and a 'Clear answer' button.

Dashboard My Colleges **Common App** College Search Financial Aid Resources

Common App

Profile **Profile** Preview

Family

Education

Testing

Activities

Writing

Courses & Grades
1 college(s) require

Personal Information ▾

First/given name*

Nina

Middle name

Last/family/surname*

Razor

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



Welcome, Nina!

Dashboard

My Colleges

Common App

College Search

Financial Aid Resources

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.

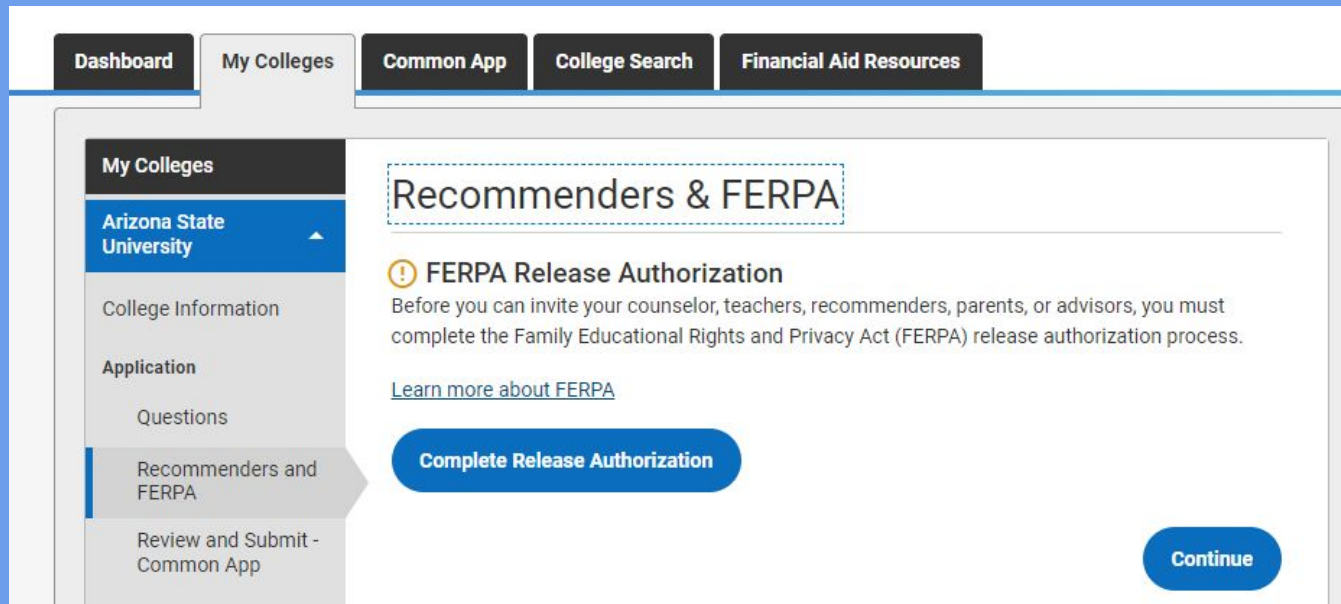
FERPA Waiver

- 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



The screenshot shows the Naviance user interface. At the top, there are navigation tabs: Dashboard, My Colleges (selected), Common App, College Search, and Financial Aid Resources. Below the tabs, the 'My Colleges' section is expanded to show 'Arizona State University'. A sub-menu on the left lists: College Information, Application, Questions, Recommenders and FERPA (highlighted with a blue arrow), and Review and Submit - Common App. The main content area is titled 'Recommenders & FERPA' and contains a warning icon and the text: 'FERPA Release Authorization. Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.' Below this text is a link 'Learn more about FERPA' and a blue button 'Complete Release Authorization'. In the bottom right corner, there is a blue button labeled 'Continue'.

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 *

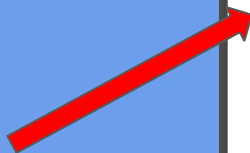
Date *



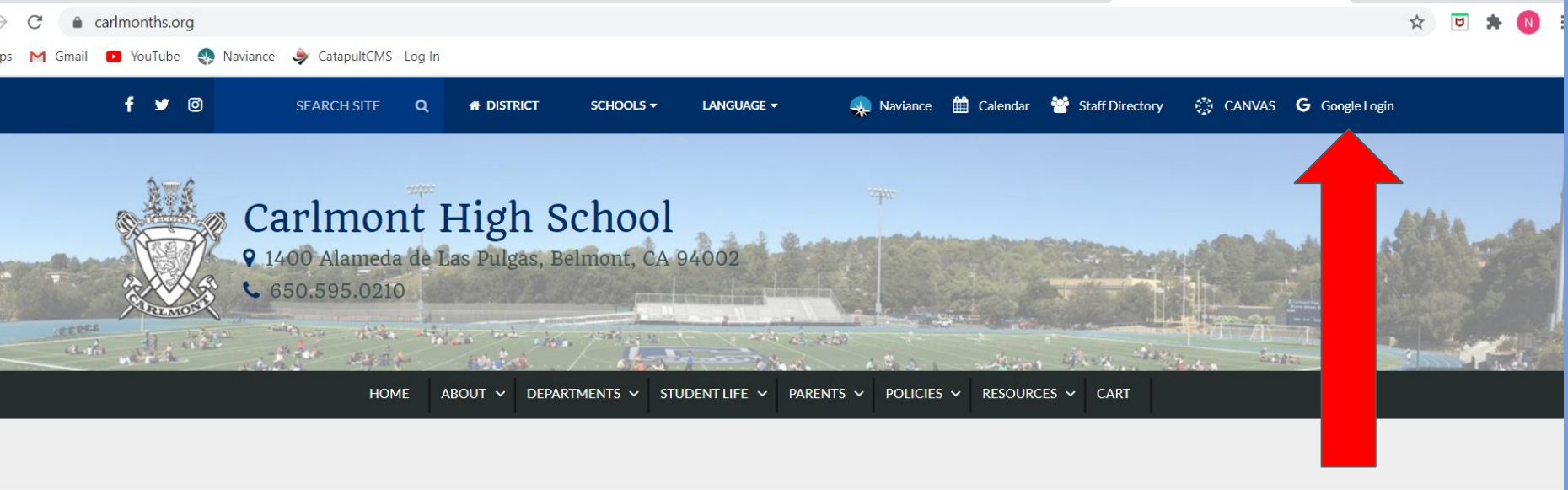
Back

Save and Close

We suggest



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




The screenshot shows the Carlmont High School website. At the top, a navigation bar includes social media icons, a search bar, and links for DISTRICT, SCHOOLS, LANGUAGE, Naviance, Calendar, Staff Directory, CANVAS, and Google Login. Below this is a large banner image of a sports field with the school's name and contact information. A red arrow points to the Google Login link in the navigation bar, and another red arrow points to the banner area.

carlmonth.org

Google Gmail YouTube Naviance CatapultCMS - Log In

SEARCH SITE

DISTRICT SCHOOLS LANGUAGE Naviance Calendar Staff Directory CANVAS Google Login

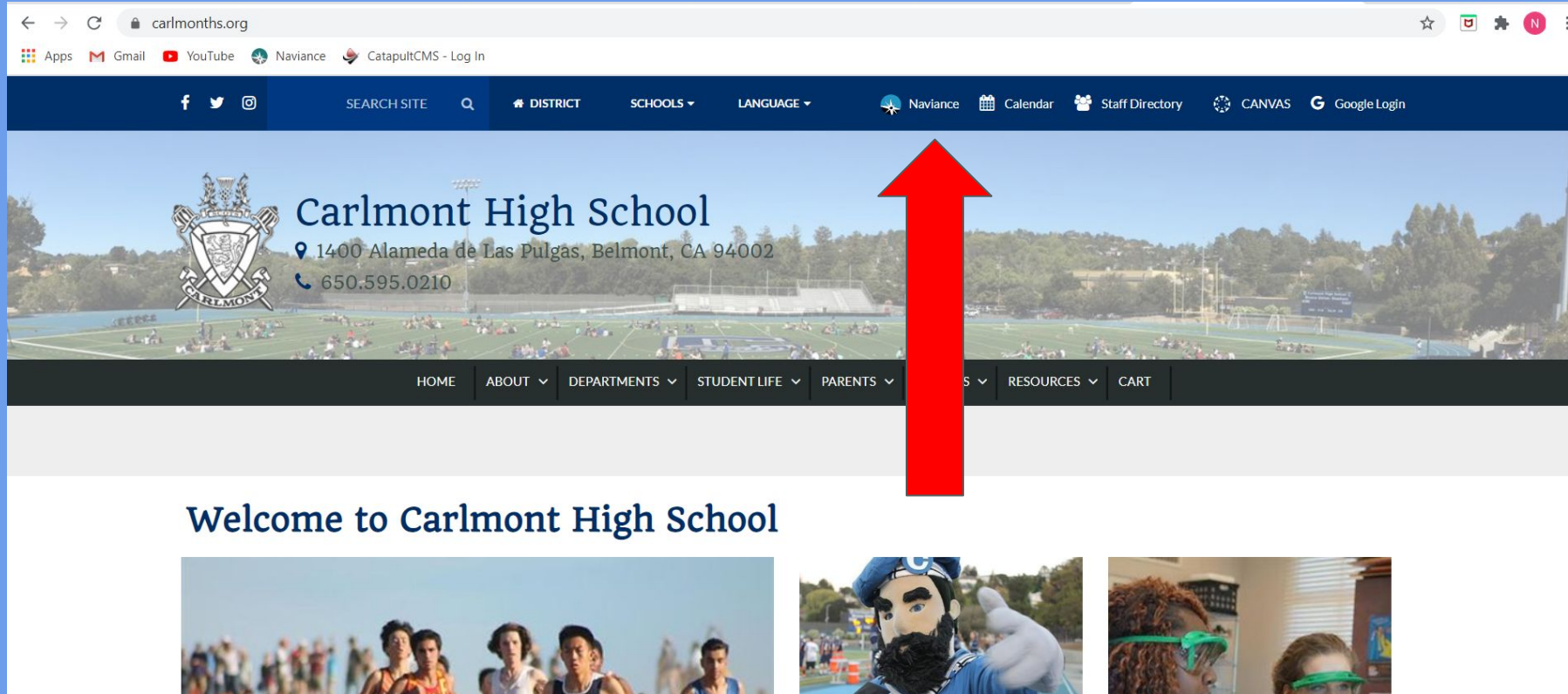
 **Carlmont High School**
1400 Alameda de Las Pulgas, Belmont, CA 94002
650.595.0210

HOME ABOUT DEPARTMENTS STUDENT LIFE PARENTS POLICIES RESOURCES CART

Welcome to Carlmont High School



Now log into your Naviance account from the Carlmont website



The screenshot shows the Carlmont High School website. The browser address bar displays "carlmonths.org". The navigation bar includes links for "DISTRICT", "SCHOOLS", "LANGUAGE", "Naviance", "Calendar", "Staff Directory", "CANVAS", and "Google Login". A red arrow points to the "Naviance" link. Below the navigation bar, the school's name "Carlmont High School" is displayed along with its address "1400 Alameda de Las Pulgas, Belmont, CA 94002" and phone number "650.595.0210". The main content area features a large banner image of a sports field and the text "Welcome to Carlmont High School". Below the banner are three smaller images: a group of athletes, a mascot character, and students wearing green safety glasses.

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

The screenshot shows the Naviance website interface with the 'Colleges' tab selected in the top navigation bar. The page is organized into four main columns:

- College Home:** Includes links for 'College Home', 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Scattergrams', 'Advanced College Search' (highlighted with a blue background), and 'College Lookup'.
- Research Colleges:** Includes links for 'Research Colleges', 'Colleges I'm Thinking About' (with a heart icon), 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'.
- Apply to College:** Includes links for 'Apply to College', 'Colleges I'm Applying to' (with a red arrow pointing to it), 'Manage Transcripts', 'Letters of Recommendation', and 'Test Scores'.
- Scholarships & Money:** Includes links for 'Scholarships & Money', 'College-Specific Scholarships', 'National Scholarship Search', 'Scholarship Search', and 'Favorite Scholarships' (with a heart icon).

In the top right corner, there is a heart icon, a dropdown arrow, and a 'Demo' button.

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

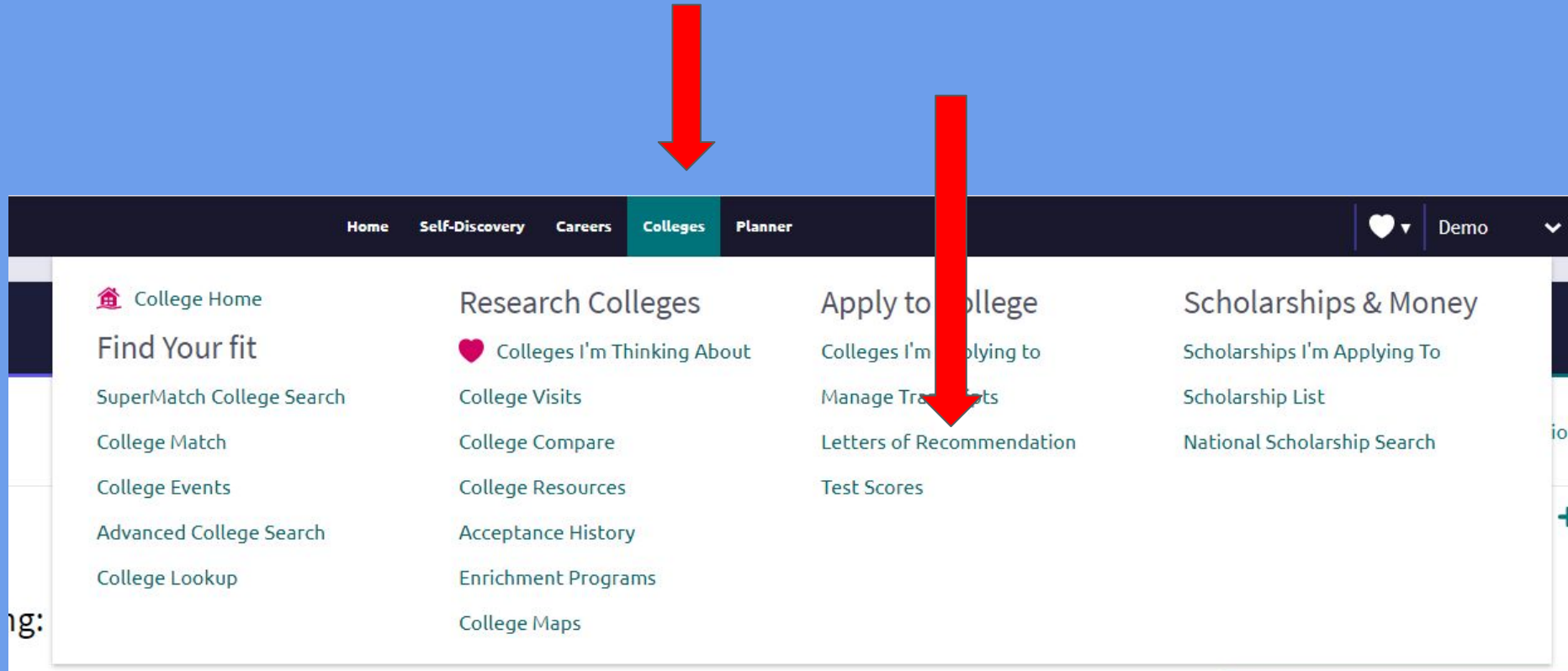
Manage Transcripts Application Milestones Compare Me +

+ = 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



The screenshot displays the Naviance website interface. At the top, a dark navigation bar contains the following tabs: Home, Self-Discovery, Careers, Colleges (highlighted in teal), and Planner. On the right side of this bar, there is a heart icon with a dropdown arrow and the text 'Demo' with another dropdown arrow. Below the navigation bar, the main content area is divided into four columns:

- College Home**: Includes 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Advanced College Search', and 'College Lookup'.
- Research Colleges**: Includes 'Colleges I'm Thinking About' (with a heart icon), 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'.
- Apply to College**: Includes 'Colleges I'm Applying to', 'Manage Track Lists', 'Letters of Recommendation' (highlighted with a red arrow), and 'Test Scores'.
- Scholarships & Money**: Includes 'Scholarships I'm Applying To', 'Scholarship List', and 'National Scholarship Search'.

A red arrow points from the top text to the 'Colleges' tab in the navigation bar. A second red arrow points from the top text to the 'Letters of Recommendation' link in the 'Apply to College' section.

ig:

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

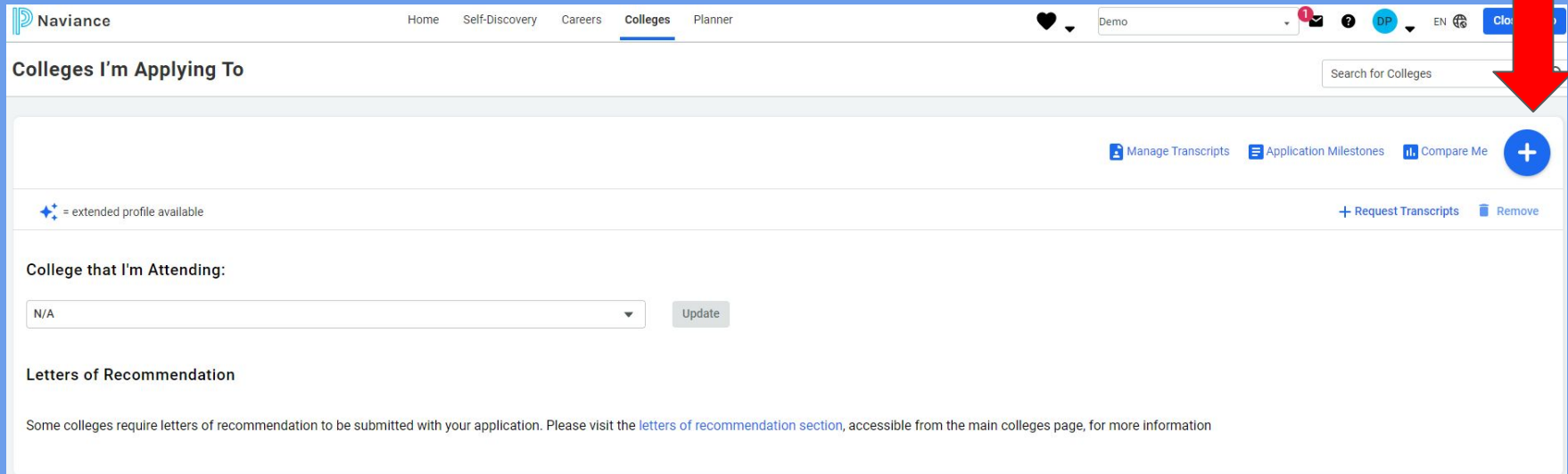
2. Select the recommendation request type:*

<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

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 has been sent with that information.

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 user interface. At the top, there is a navigation bar with the Naviance logo and links for Home, Self-Discovery, Careers, Colleges (which is underlined), and Planner. On the right side of the navigation bar, there is a search bar containing the text "Demo", a heart icon, and several notification icons including a red one with the number "1", a question mark, a "DP" icon, and an "EN" icon. Below the navigation bar, the main heading is "Colleges I'm Applying To". To the right of this heading is a search box labeled "Search for Colleges". Below the heading, there are several utility buttons: "Manage Transcripts", "Application Milestones", "Compare Me", and a large blue circular button with a white plus sign. A large red arrow points down from the top right towards this plus button. Below these buttons, there is a legend: a blue star icon followed by "= extended profile available". To the right of this legend are two more buttons: "+ Request Transcripts" and "Remove". The main content area has a section titled "College that I'm Attending:" with a dropdown menu currently showing "N/A" and an "Update" button. Below this is a section titled "Letters of Recommendation" with a paragraph of text: "Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information".



Any Questions??

*See your counselor or ask Ms. Pratap from your
College & Career Center ppratap@seq.org*