

To request a **Letter of Recommendation**, a student must first ask the teacher in person for the letter:

1. Log in to Naviance Student.
2. Navigate **to Colleges > Apply to College > Letters of Recommendation**
3. Click to **Add Request**.
4. Select Teacher Name from the Drop-down menu.
5. Choose if the letter is for one specific college or for All current and future colleges on the list.
6. Write a personal note.
7. Click **Submit Request**.
8. Additional copies of your recommendations can be acquired in the Counseling Office if you need extras for scholarship applications. See your counselor or Mrs. Harding for copies.