

Requesting a LOR on Naviance Class of 2022



Who needs them?

- Letters of Recommendation (LOR) are required for a majority of **Common App** schools and some **out of state** 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 will 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.

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 announced in September. You should complete the LOR questionnaire and resume in Naviance if you need a counselor LOR.

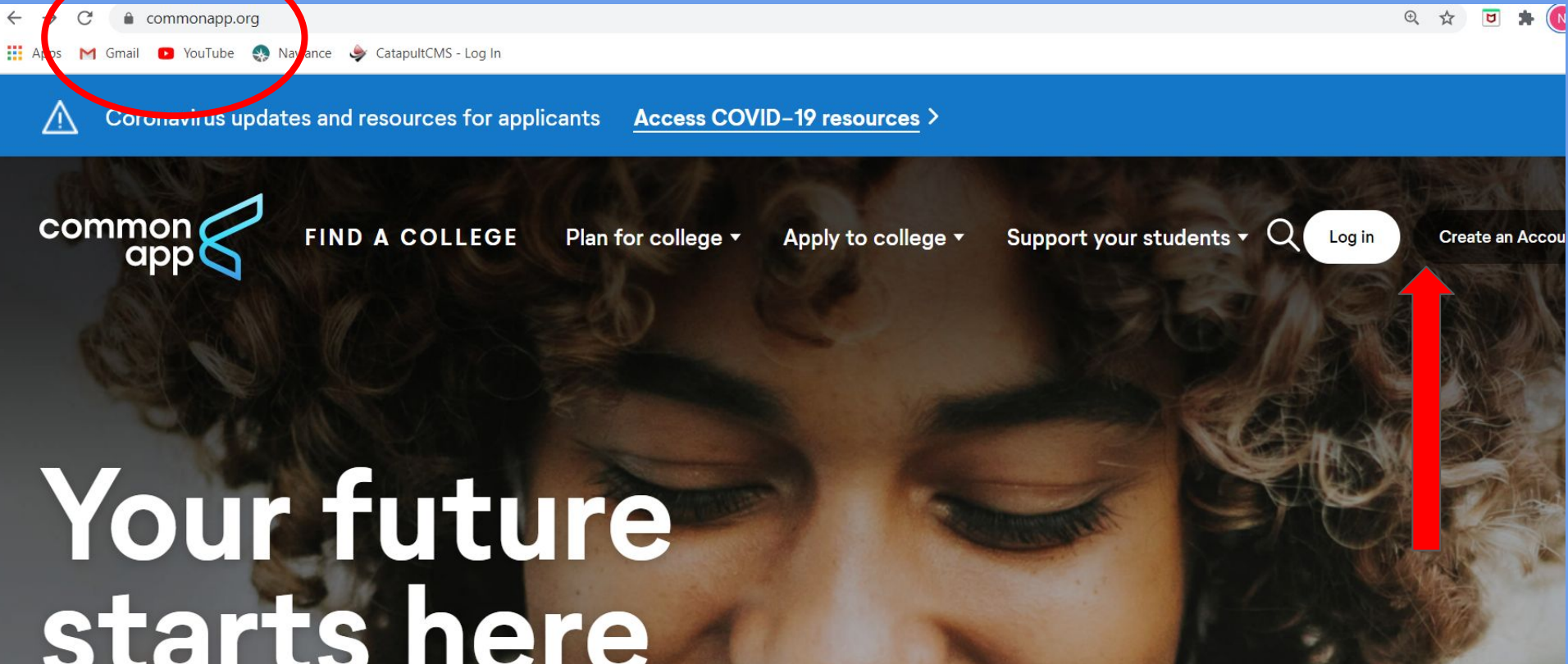
Steps and Parameters

- 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.
- 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 plan to change the date of your deadline after you have officially entered it in Naviance, **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 communication is not accepted. Before you request the teacher letter in Naviance confirm it lists the correct deadline on the Colleges I'm Applying to 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 is a blue navigation bar with a warning icon and the text "Coronavirus updates and resources for applicants" and a link to "Access COVID-19 resources >". The main header features the Common App logo on the left and navigation links: "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 is a close-up photograph of a young woman with curly hair, looking down. In the bottom left corner, the text "Your future starts here" is displayed in large white font.

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*

Middle name

Last/family/surname*

Suffix

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



Welcome, Nina!

- 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**
Decatur, GA - USA

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 tabs for '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. The main content area is titled 'Education' and includes a 'Preview' button. A left sidebar lists application sections: Profile, Family, Education (highlighted with a red arrow), Testing, Activities, Writing, and Courses & Grades. The 'Education' section is expanded to show 'Current or Most Recent Secondary/High School' with details for Carlmont High School and 'Change' and 'Remove' buttons. A 'View Education Tutorial' link is also present. On the right, a 'Need Help?' section provides a 'Read more' link.

common app

Dashboard My Colleges Common App College Search Financial Aid Resources

Welcome, Nina!

Common Application

Education

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 Tab
Click on one of your colleges.

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

Yes FERPA

No Recommenders
(do through Naviance)

ACTICE ACCO... PRACTICE ACCOUNT PRACTICE ACCOUNT PRACTICE ACCO

Dashboard My Colleges Common App College Search Financial Aid Reso...OUNT

Miami Univers -
(Ohio)

Application
0 of 3 Completed

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

Oberlin College of Arts and Sciences +

Oberlin Conservatory of Music +

Seattle Pacific

For All Colleges

- FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs.
Release Authorization

invite Recommenders
Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).
Invite and Manage Recommenders

Recommenders for Miami University (Ohio)

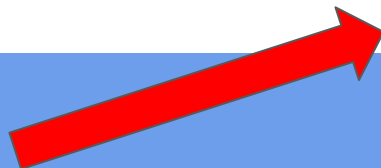
IMPORTANT

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.*

Continu



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 *

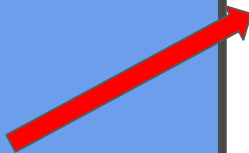
Date *



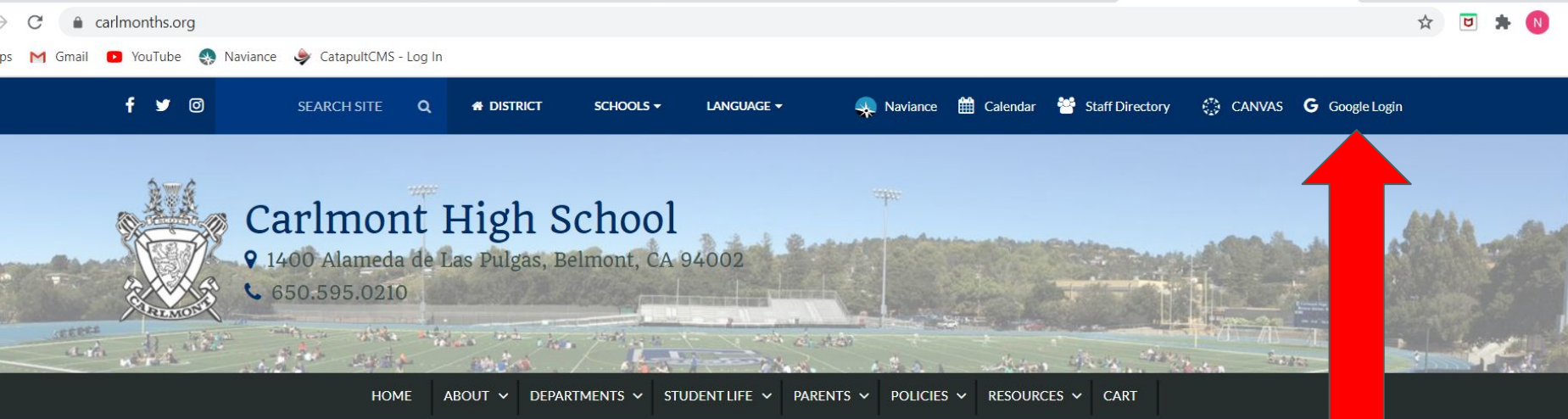
Back

Save and Close

We suggest



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



The screenshot shows the homepage of Carlmont High School. At the top, there is a navigation bar with social media icons (Facebook, Twitter, Instagram), a search bar, and menu items for DISTRICT, SCHOOLS, and LANGUAGE. On the right side of the navigation bar, there are links for Naviance, Calendar, Staff Directory, CANVAS, and Google Login. A large red arrow points to the Google Login button. Below the navigation bar is a banner image of a sports field with the school's name and address: Carlmont High School, 1400 Alameda de Las Pulgas, Belmont, CA 94002, 650.595.0210. At the bottom of the banner is a secondary navigation bar with links for HOME, ABOUT, DEPARTMENTS, STUDENT LIFE, PARENTS, POLICIES, RESOURCES, and 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 large red arrow points to the 'Naviance' link. Below the navigation bar is a banner for Carlmont High School with the school logo, name, address (1400 Alameda de Las Pulgas, Belmont, CA 94002), and phone number (650.595.0210). A secondary navigation bar contains links for 'HOME', 'ABOUT', 'DEPARTMENTS', 'STUDENT LIFE', 'PARENTS', 'RESOURCES', and 'CART'. The main content area features the heading 'Welcome to Carlmont High School' and three image thumbnails: a track and field team, a mascot character, and students wearing green safety glasses.

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

Welcome, Demo Rasor - 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 INTERNSHIPS

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

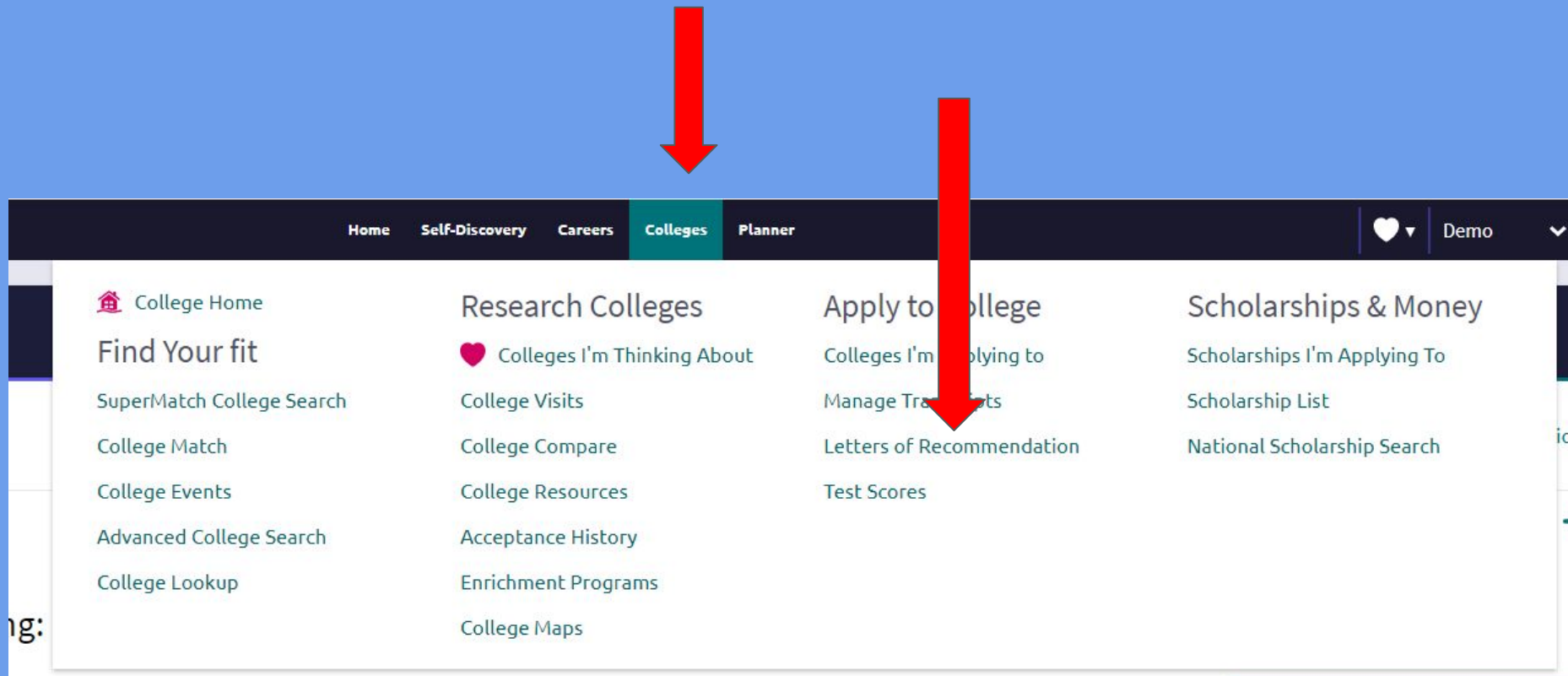
Manage Transcripts Application Milestones Compare Me +

+ = 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



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, a dropdown menu is open, showing four main categories: 'College Home', 'Research Colleges', 'Apply to College', and 'Scholarships & Money'. Under 'College Home', there are links for 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Advanced College Search', and 'College Lookup'. Under 'Research Colleges', there are links for 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', and 'College Maps'. Under 'Apply to College', there are links for 'Colleges I'm Applying to', 'Manage Track Lists', 'Letters of Recommendation', and 'Test Scores'. Under 'Scholarships & Money', there are links for 'Scholarships I'm Applying To', 'Scholarship List', and 'National Scholarship Search'. Two red arrows are overlaid on the image: one points to the 'Colleges' tab in the navigation bar, and the other points to the 'Letters of Recommendation' link in the dropdown menu.

Home Self-Discovery Careers **Colleges** Planner

College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Advanced College Search

College Lookup

Research Colleges

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Manage Track Lists

Letters of Recommendation

Test Scores

Scholarships & Money

Scholarships I'm Applying To

Scholarship List

National Scholarship Search

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.

Each time you add colleges to Common App, you must return to Naviance to request the letter for the added 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

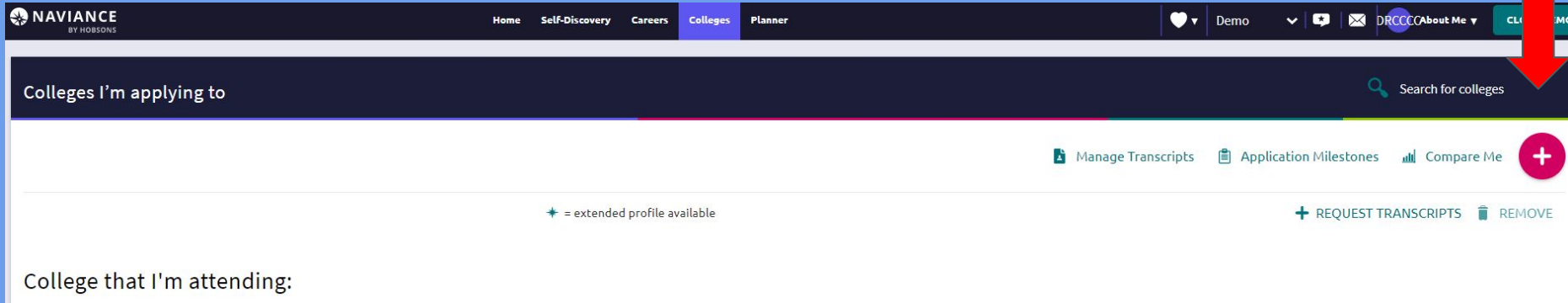
2. Select the recommendation request type:*

<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 verify 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.



NAVIANCE
BY HOBSON'S

Home Self-Discovery Careers **Colleges** Planner

♥ Demo [dropdown] [dropdown] [dropdown] DRCCCC About Me [dropdown] CL [dropdown] MC

Colleges I'm applying to Search for colleges

Manage Transcripts Application Milestones Compare Me **+**

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:



Questions??

Ask Mrs. Rasor from your College & Career Center
nrasor@seq.org or come into your College & Career Center