



Students have a new workflow for requesting letters of recommendation in Family Connection.

Letter of Recommendation Request Features

- New letters of recommendation page, accessible from the Colleges tab in Family Connection via a link
- Students will see the min/max requests allowed for colleges in their Colleges I'm Applying to list
- Students can select the specific college(s) they want a specific teacher to write a recommendation
- Students are prevented from requesting more than the max number of letters of recommendation allowed by the college
- Students will see their requests as well as the current status (*Requested, In Progress, Submitted, Cancelled*)
- Students will see the date/time of each status change, as well as the name of the user who made the change
- If a student deletes an application, the associated letter of recommendation requests will not be displayed on the LOR status page; if the application is restored, the LOR requests will re-appear in the student's list of requests
- An email notification for each college application is sent to the teacher when a student creates or cancels a request

To request a letter of recommendation:

1. From the Colleges tab in Family Connection, students will click on a new link under the My Colleges section, titled **Letters of Recommendation**.
2. On the recommendation request page, students will click on the blue **Add Request** button to submit their requests, one teacher at a time.
3. **Step 1:** The student should select a teacher from the drop-down list. *It is important to note that teachers will only be available in this drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this teacher drop-down list. If the teacher is missing from the drop-down list, students should contact a school staff member.*
4. **Step 2:** Student should review the colleges listed directly from the colleges I'm applying to list and check one or more boxes to indicate where the teacher should be sending the letter of recommendation.
5. **Step 3:** Students can add a personal note (up to 3000 characters) to the teacher, highlighting any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.
6. Students should click the **Save** button at the bottom of the screen which returns them to their recommendation status page. *At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.*
7. From here, he or she will see the status for all Teacher Recommendations requests that have been made.

Screenshot: Letter of Recommendation link under Colleges Tab

Naviance High School Logged in as: Henry Aaron (log out) Manage my account

family connection

Here are all the tools for getting into cool schools

home | **courses** | **colleges** | careers | about me | my planner

search for colleges: Go

MORE SEARCH OPTIONS >>

resources

- > transcripts
- > test scores

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > letters of recommendation

- > Upcoming college events
- Upcoming college visits
- No upcoming visits.

Screenshot: Add Request button

family connection

home | **courses** | **colleges** | careers | about me | my planner


Letters of recommendation

Your requests

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

Showing 0 requests Add Request

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

Add Request

Screenshot: Steps 1-3

Letters of recommendation

Add new request

Here you can ask a teacher to write a letter of recommendation for schools in your Colleges I'm Applying To list. Make sure you give your teachers plenty of time to write your recommendations!

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

Cancel

Save

Virginia Dean

2. Select which college(s) this request is for:*

<input type="checkbox"/> All	Colleges I'm Applying To -	Due ↕
<input type="checkbox"/>	Bates College 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input checked="" type="checkbox"/>	George Mason University 2 required / 2 allowed / 0 requested	Jan 15, 2017
<input type="checkbox"/>	Fashion Institute of Design and Merchandising - Orange County 2 required / 3 allowed / 0 requested	Jan 15, 2017
<input checked="" type="checkbox"/>	St. Lawrence University 2 required / 3 allowed / 0 requested	Feb 01, 2017
<input type="checkbox"/>	Tufts University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input checked="" type="checkbox"/>	University of Virginia 0 required / 2 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Wesleyan University 2 required / 3 allowed / 0 requested	Jan 01, 2017
<input type="checkbox"/>	Williams College - required / - allowed / 0 requested	Jan 01, 2017

While you can select the schools that a teacher's letter will go to, understand that the teacher will likely be writing one letter to be sent to all schools you select.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Dear Mrs. Dean,
Thank you for writing a recommendation for me.
I loved your class and think you could help talk about my interest in x, y, and z.

2538 characters remaining

Cancel

Save

Screenshot: Recommendation Status page and confirmation message

family connection

home courses colleges careers about me my planner

Way to go! Virginia Dean will be notified of this recommendation request for 3 colleges.

Letters of recommendation

Your requests

You can track the most recent status of your teacher recommendation requests here.

Showing 17 requests

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
Bates College 2 required / 3 allowed / 3 requested	Jan 01, 2017	Really Long Named T... Cheryl Rostad John Vine	Requested In Progress Submitted	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
George Mason University 2 required / 2 allowed / 2 requested	Dec 01, 2016	Virginia Dean John Vine	Requested Submitted	<input checked="" type="checkbox"/> <input type="checkbox"/>