**Naviance – Requesting a Teacher Letter of Recommendation**

* Go to <https://www.wssd.k12.pa.us/> and click on the students tab in the right hand corner
	+ Scroll and click clever
	+ Hit the naviance button
	+ There are two ways to access letters of recommendation
		- Select the college tab and then click apply to college
		- Once in the apply to college tab scroll to letters of recommendations and click it
* Select colleges tab and scroll down to colleges i’m applying too
	+ - Then scroll all the way down to letters of recommendation in blue letters and click it
* Choose add request
* Select the teacher
* Select which colleges this request is for
* Two options
	+ - Choose specific colleges from your *colleges* *I’m applying to* list

Or

* + - Current and future colleges I add to my *I’m applying to* list
* Include a personal note to your note to your teacher ... remember to thank them for writing your letter
	+ Submit request
	+ After submitting the request, the teacher will receive your request. The request will be added to the teachers naviance account
	+ Recorded in your naviance account
	+ You can view the status of the teachers submission in your naviance account in order to keep track of your application materials
* **Letter of recommendation from someone not appearing in the teacher list on Naviance**
	+ For Common Application Schools, request the letter directly on the common application under “ other recommender “
	+ For non-common schools, e-mail the letter to your counselor who will upload and send it through Naviance