

Letters of Recommendation

Goal:

Teacher Letter - Describes what you are like as a student in the classroom.

Counselor Letter - Summarizes everything you have done in/outside of the classroom and any obstacles or circumstances you have faced.

Tips:

- Research admission requirements. 2 means 2! Naviance can only send the allowed number.
- Not all colleges require or accept letters of recommendation (Penn State, Pitt, VT, and UMD).
- **DO NOT request a teacher letter of recommendation through the Common App. We are a Naviance school. All requests must go through Naviance.**
- Initial teacher request: spring of junior year
 - Be sure to ask your teacher/counselor in person if possible. Email your teachers if you are virtual. Provide information required by the teacher/counselor. For example: a resume or Brag Sheet. Both are in Naviance.
- Maximum request: (2) academic teachers and (1) school counselor.
 - Should have one academic teacher in your field of interest.
 - Give your teacher/counselor at least 3 weeks to write the letter (fall of senior year).

Directions for Letters of Recommendation Using Naviance:

- **Fall of Senior Year**
 1. Be sure to ask your teacher/counselor in person. Email if you are virtual. Ask if they would be willing to write you a letter of recommendation for college and/or a scholarship. If you asked your teachers in the spring, please remind them in person that you will need a letter for college. Give your teacher/counselor at least 3 weeks to write your letter.
 2. Log into Naviance and click on the word **Colleges**. Please note: Naviance does not open until mid-August.
 3. Scroll down and pick **Apply to College---- Letters of Recommendation**.
 4. Click on the **Add Request** button.
 5. Select your teacher from the drop down box.
 6. Select which colleges this letter will be sent to electronically. You can choose a specific college or all colleges. **This step is critically important!**
 7. Include a personal note reminding your recommender about your major or any other specifics you feel are significant.
 8. Click on Submit Request! This generates an email to your teacher that you have made the request through Naviance. Please check your Naviance account to see when the teacher has completed their recommendation.
 9. See your teacher in person to confirm receipt of your request.
 10. Letters written by teachers or other recommenders outside of PRHS will need to be sent by mail or electronically through the CA as **Other Recommender**.
 11. Write a thank-you to your teacher/school counselor.