

Requesting a Teacher Letter of Recommendation Using Naviance

Please note- You must first request a letter from a teacher in person; before you send them a Naviance request (remember to provide your teacher with a “Request for Letter of Recommendation” form and a resume). Please give teachers at least 10 school days notice. You do not need more than two teacher recommendations.

1. Access Naviance through the Steinert Guidance webpage or directly through-
<http://connection.naviance.com/hamiltonest>
2. Log into your Naviance Family Connection account. If you forgot your username or password, see your Counselor.
3. Click “colleges”—then click “Colleges I’m applying to”—then click “add/cancel requests.”
4. Once you have asked a teacher to write you a letter in person and they have agreed, you can make a formal request via Naviance by finding the teacher in the drop down menu titled “select teacher.” As an example, find teacher “Joe Example” in the drop down box. Write Mr. Example a brief note thanking him for writing you a letter. Click update requests. When you do this, an email, with your message, will be sent to your teacher requesting a recommendation letter. The teacher will then be able to upload a letter for you into Naviance.
5. You can check if the teacher completed your letter by checking the status bar. At first it will say “requested.” While the teacher is working on the recommendation, it will say “in progress.” Once the teacher has completed the letter and uploaded it into Naviance, it will say “completed.” You will not be permitted to see the letter of recommendation-only that it has been completed. When a teacher writes you a letter, he/she will also fill out the Common Application Teacher form electronically.

Request for Letter of Recommendation

Name: _____

Major(s) you are applying to: _____

Undecided

Important Things to Remember

- Always **MAKE YOUR REQUEST IN PERSON**.
- Agree upon **A DATE** with your teacher for when the recommendation will be sent:
- Allow at least **10 SCHOOL DAYS** for your teacher to complete this recommendation.
Send date
- Select a teacher that can write about **YOUR ACADEMIC MERITS**.
- Attach a **PERSONAL RESUME** to this form.

Schools you are applying to

Application Deadline

Common App

1. List five words that describe you well. Explain...

2. List any experiences that have profoundly affected your life.

3. What are the personal qualities that make you stand out from the crowd?

4. What are your academic strengths? (writing, research, problem solving, etc.)?

5. List extra and co-curricular activities/additional comments.

6. List which classes you had the teacher for and the grades you received. Also list any specific achievement, project, etc., attained in the class.