

Teacher Recommendations

- ▶ Allow **at least 3-4 weeks** for teachers to complete their recommendation portion of your application!
- ▶ It is your responsibility to research which schools require a letter of recommendation on their website.
 - ▶ If they do not ask for a letter of recommendation, they do not use it in the admissions process. DO NOT ASK YOUR TEACHER FOR ONE IF THIS IS THE CASE!
- ▶ Students “invite” their teachers to upload and send letters of recommendation in two steps:
 1. Provide teachers with a copy of your “TEACHER RECOMMENDATION INFORMATION FORM” found in the Recommendation Packet and include on the form the deadline date of your first application that requires their letter of recommendation.
 2. Request Letters of Recommendation in Naviance (make sure your college has been added to the “Colleges I’m Applying To” tab)

If the teacher you want to write your letter of recommendation does not currently work at Walton (e.g., the teacher has retired, is working at a different school, is a dual enrollment professor, etc.), have the teacher email Lisa Fay (lisa.fay@cobbk12.org) so the teacher can be set up with a Naviance account using their personal email address. Once their account is set up, follow the above steps to Request a Letter of Recommendation in Naviance.

Request Teacher Letters of Recommendation in Naviance

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation.

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

Select A Teacher

2. Select which colleges this request is for:*

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested	Jun 15 2021
<input type="checkbox"/>	American University 1 required / 2 allowed / 0 requested	Nov 15 2021
<input type="checkbox"/>	Boston College 2 required / 2 allowed / 1 requested	Jan 01 2022
<input type="checkbox"/>	University of Alabama at Birmingham 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Jun 01 2021

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

Requesting LORs

1. Go to **Colleges I'm Applying To**
2. Scroll down and Select **Letters of Recommendation Section**
3. Select **Add Request**
4. Select a **Teacher**
5. Select which **colleges the request is for**
6. Include a **personal note**
7. Select **Submit Request**
8. Select **Request and Finish**

Track Submission Status of Recommendation Letters in Naviance

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve T	Recommendation Statuses: ✕	✕
Apr 01 2018	Genevieve T	✉ Requested: Student has requested a letter of recommendation	✕
		📁 In Progress: Teacher has written the letter of recommendation	Add Request
		✈ Submitted: High school faculty member has sent the letter of recommendation to designated college(s)	
		✕ Cancelled: Either the student, teacher, or counselor has cancelled the request	

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