



Huntington High School

Recommendation Letter Request Form

To complete this form electronically, open it via Kami, edit the file and then submit it to your teachers.

Student's Name \_\_\_\_\_ Teacher's Name/Subject \_\_\_\_\_

Today's Date \_\_\_\_\_

I am requesting that the above named teacher write a confidential recommendation letter for me. I waive my right to view this letter. I will follow the procedures outlined on the reverse side of this form.

I am applying to the following colleges and have listed their deadlines in calendar order:

College	Deadline	Application Type (Common App, Coalition App, Institutional App)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(OVER)

## Recommendation Letter Request Procedures

- Recommendation requests must be made at least 15 school days prior to the college application deadline.
- Teachers receive an email request from your Naviance account and then will upload and submit your recommendation letter (s).
  - From the Colleges tab in Naviance, click “Colleges I’m Applying To”. All of the colleges to which you’ll apply must be listed. Then, click on the Letters of Recommendation link.
  - On the recommendation request page, students will click on the blue Add Request button to submit their requests, one teacher at a time.
    - Step 1: Select a teacher from the drop-down list.
    - Step 2: Make either a General Request, if you would like your recommendation letters sent to all colleges on your list OR, make a Specific Request to indicate where the teacher should be sending the letter of recommendation.
    - Step 3: Add a personal note 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 you may want the teacher to consider when writing a letter of recommendation.
  - Click the Save button at the bottom of the screen which returns you to the recommendation status page. At the top of the screen, a green status bar shows the teacher's name and the number of requests for the student.
  - From here, you will see the status for all Teacher Recommendations requests.
  - You do not need to request a recommendation letter from Mrs. Walsh. If one is required, Mrs. Walsh will submit it automatically.
- Some colleges may not participate in electronic recommendation requests. As such, you will see a postage stamp symbol on the submissions column of the “Colleges I’m Applying To” page. Thus, it is the student’s responsibility to provide teachers with a stamped, addressed envelope for each of these colleges.
- Students are responsible to follow up with their teachers regarding all recommendation letter requests and/or changes.
- If requested, the Student Brag Sheet can provide additional information for teachers.