

# TJHS Letter of Recommendation Process

## Notes:

1. Ask the teacher/coach/counselor/boss to write you a letter *in person*.
2. Give them at least 1 month to complete the letter (not including summer or winter breaks from school).
3. Complete the “Senior Information Questionnaire” survey on Naviance for teachers to access. You can also provide teachers with a copy of your resume if you have one.
4. Do not request letters of recommendation from more than 3 individuals. Many colleges do NOT require letters of recommendation, so you may not need any!
5. Letters of recommendation will not be accessible to the students for the purpose of validity! Letters will either be uploaded to Naviance or mailed/submitted directly to the requesting entity. Colleges expect that these letters are confidential and an accurate picture of the student that you are. (If you are not confident that an individual is going to write you a strong letter, then you should ask someone else.)

## Naviance Steps:

6. Go to your Clever portal and log into your Naviance account.
7. Click on the “Colleges” link in the upper right hand corner, then “Apply to Colleges” then “Letters of Recommendation”
8. Click on “Add Request”. From there you can request your recommendations from one teacher at a time. Use the drop down box to find the teacher who will be writing your letter.
9. Choose “All Current and Future Colleges” unless a school that you’re applying to limits the number of letters it will accept. In that case, you need to choose what letters will go to specific schools.
10. In the “Personal Note to Teacher” box, you should thank the teacher for writing the letter of recommendation and include any information that you would like them to mention in their letter.

(It is a nice gesture to write a THANK YOU to any teacher who writes you a letter!!)