



How to request **TEACHER** and **COUNSELOR** Recommendation Letters through Naviance Family Connection

Step 1: Read the college's application requirements. Many colleges/universities **do not want** recommendation letters and will shred them. Show that you read the directions by only submitting the correct/desired materials.

Step 2: If you haven't yet, kindly ask the staff member, in person, if he/she is willing to write a letter on your behalf. Do this well in advance of the deadline. Make a Personal Info sheet, resume and/or Brag Sheet available for this person.

Step 3: Log in to your Naviance account

<https://connection.naviance.com/shorewoodwa>

Step 4 in Naviance:

- Select “Colleges”
- Select “Colleges I’m Applying to”
- If you haven’t done it yet, the FERPA consent form will pop up (“yes, I do waive my right...”). This must be completed.
- If it is a college/university that uses the Common Application (C.A.), you will need to enter your C.A. username and password (you can access C.A. through the college’s “Apply Now” tab on college’s website). After you have entered your C.A. log-in in Naviance, Shorewood can submit your application materials (such as transcript) electronically to colleges.
- Be sure your Colleges list is complete. If not, select “Add to this List”
- Scroll down to Teacher Recommendations
- Select “Add/Cancel Requests”
- Scroll through list and select your Counselor and/or Teacher(s)

After you’ve completed Step 4, your teacher will receive an email from Naviance. He/she will need to log into his/her Naviance account to upload the letter.

Step 5: Be sure to follow up with a “thank you” to the staff member

Good luck!