

Requesting Teacher Recommendation

*All teacher recommendations must be requested through Naviance. DO NOT send teacher or counselor recommendation requests through Common App or Coalition App.

Step 1: Talk to the teacher in person and ask if they are willing to write a letter of recommendation for your college applications.

*Have this conversation **5 weeks PRIOR** to the STUDENT deadline.

Step 2: Login to [Naviance](#) and **Select Teacher**

-Identify the colleges you would like that teacher to send a recommendation

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

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

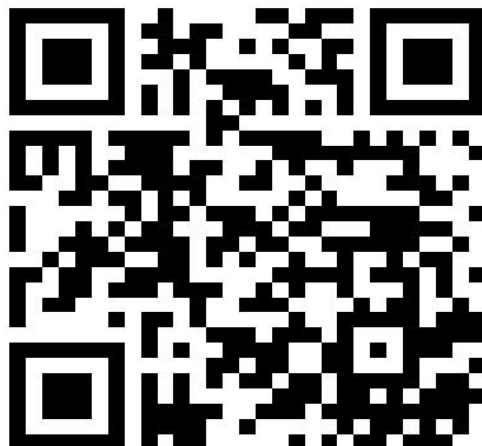
Select A Teacher

2. Select the recommendation request type:*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Chattahoochee Technical College 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	
<input type="checkbox"/>	Kennesaw State University 0 required / 0 allowed / 0 requested <i>This college does not accept Letters of Recommendation</i>	Nov 01 2021
<input type="checkbox"/>	University of Georgia 0 required / 2 allowed / 0 requested	Oct 15 2021

Step 3: Follow up with the teacher to verify they received the email request sent from [Naviance](#)

-Sometimes the email goes to the teacher spam folder.



<https://student.naviance.com/kellhs>

Requesting Counselor Recommendation

**All supporting documents sent from Kell HS will be submitted through Naviance. DO NOT send teacher or counselor recommendation requests through Common App or Coalition App.*

Step 1: Identify College Application Deadlines & which colleges require a Counselor Recommendation/School Report/Secondary School Report. **All requests must be made 5 weeks PRIOR to STUDENT deadline.**

Step 2: Download & Complete the **Student Letter of Recommendation** located under the Task section in [Naviance](#)

-Tasks located on Welcome screen

OR

-Click on Planner → Tasks

Student Information for Counselor Letter of Recommendation

Please type your answers to the questions below. Once completed, you will upload the document to your Naviance Task *Student Letter of Recommendation Evaluation*.

Student Full Name: Click or tap here to enter text.


Student email address (non CCSD email address): Click or tap here to enter text.


1. How would your friends/family characterize you?
 - a. Give yourself three adjectives and please provide examples, anecdotes, etc. as to why they would think that.
2. What do you choose to learn/do in your free time?
3. Describe any work or volunteer experiences you have had. What made it meaningful to you?
4. Discuss a situation where you were challenged. How did you respond to that obstacle?
5. Have there been extenuating circumstances that have affected your grades or your participation in school?
6. Please share any additional information that you feel was not addressed in the previous questions or something you want me to make sure I don't leave out.

Step 3: **Upload** the Student Letter of Recommendation to Task

Student Letter of Recommendation Evaluation

Status: Not started

 DUE Friday Jul 15, 2022

 To complete this task, you need to upload a document.

Task information	To-Dos
Requirement:	No to-dos to show
Attachments:	Recent Updates
Kell HS Info Letter of Recommendation.docx (Letter of Recommendation Evaluation)	No Updates

Step 4: Official request will be made when student pays for and completes transcript request form in [MyPaymentsPlus](#)

*Refer to Part 1 & Part 2 of Transcript Request for full directions to complete transcript and LOR requests