

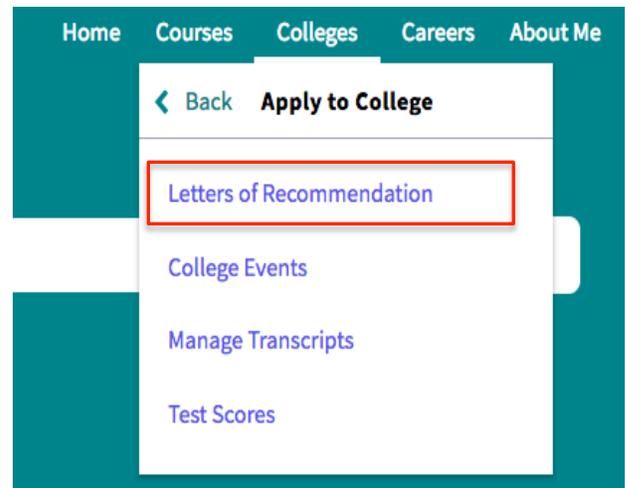
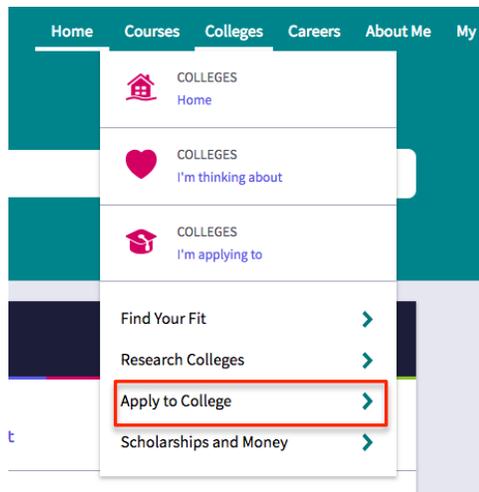
# How to Request Teacher Letters of Recommendation

## Bayonne School District

### Request Teacher Letters of Recommendation

This section will teach you how to request letters of recommendation from your teachers through Naviance Student. Remember it is best to talk with your teacher(s) you'd like to write you letters of recommendation before completing these steps.

- **Request Letters of Recommendation:** In the colleges section in the Colleges Section area click on "Apply to College" and then "**Letters of Recommendation.**"



- **Click Add Request**
- **Select a Teacher and College(s):** Select the name of the teacher from the drop down list. Check off the box to the left of the college(s) you would like the teacher to write the letter of recommendation for.

**Note:** If you check off the box to the left of "All" at the top of the list of colleges will select all colleges currently in your "Colleges I'm Applying to" list.

**Important:** You will not be able to select a college if the number of teacher recommendations allowed have already been requested.

# How to Request Teacher Letters of Recommendation

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

2. Select which colleges this request is for:\*

<input type="checkbox"/> All	Colleges -	Due -
<input checked="" type="checkbox"/>	American University 1 required / 3 allowed / 0 requested	Jan 15 2017
<input type="checkbox"/>	College of Alameda -- required / -- allowed / 0 requested	
<input type="checkbox"/>	Docufide Institute of Technology (not a real college) -- required / -- allowed / 0 requested	Dec 15 2016
<input checked="" type="checkbox"/>	Stanford University 2 required / 2 allowed / 0 requested	Jan 03 2017
<input checked="" type="checkbox"/>	University of Colorado at Boulder -- required / 2 allowed / 0 requested	Jan 15 2017
<input type="checkbox"/>	University of Florida -- required / -- allowed / 0 requested	Nov 01 2016
<input type="checkbox"/>	University of Washington -- required / -- allowed / 0 requested	Dec 01 2016
<input type="checkbox"/>	University of Wisconsin, Madison 1 required / 2 allowed / 0 requested	Feb 01 2017

- **Add Note (optional):** You can choose to add a personal note for your teacher thanking them or reminding them about your great qualities.

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

Ms. Teacher,  
Thank you for writing my college letters of recommendation. I was the junior class president and am the captain of the soccer team.  
Let me know if you need more info from me.  
- Kid

- **Submit Request:** Click the **"Submit Request"** button to submit your request. **Note:** the teacher requested will receive an email reminding them of your request of the letter of recommendation.

- **Request More Teachers:** If you need to request more teachers to write letters of recommendation. Repeat the above steps.

## Additional Teacher Letters of Recommendation Options

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**This section will teach you how to make changes to letter of recommendation requests.**

- **Cancel Request:** If the request has the Status of "Requested" you can cancel it by clicking the "X" under Cancel Request.

Recommendation For -	Deadline -	Recommender(s)	Status ⓘ	Cancel Request
American University 1 required/ 3 allowed/ 1 requested	Jan 15 2017	AmyK Teacher	Requested	

You are about to cancel your request for **AmyK Teacher** to write a letter of recommendation for **American University**.  
AmyK Teacher will be notified of the cancellation and this request will be deleted.

[Nevermind](#) [Confirm cancel request](#)

- **View Status Details:** If you click on the Status of a request you will see the details, date/time the status changed, who made the change and your note to the teacher, if you had added one to your request.



**Cancelled: Sep 06 2016 5:41 PM**  
by Test 1 Kid

**Requested: Sep 06 2016 4:04 PM**  
by Test 1 Kid

Ms. Teacher, Thank you for writing my college letters of recommendation. I was the junior class president and am the captain of the soccer team. Let me know if