

## HMBHS Letter of Recommendation Naviance Checklist

**Instructions:** In order to receive a Letter of Recommendation (LOR), the following checklist MUST be complete at least 3 weeks before your 1<sup>st</sup> letter of recommendation is due.

### **Step 1 – Complete Survey**

- ❑ In the “About Me” tab: Complete the “Letter of Recommendation Request” on Naviance. Be thorough and thoughtful! This can also be found on your "What's New" box on your homepage.

### **Step 2 – Build Resume**

- ❑ In the “About Me” tab: Complete a Resume on Naviance. Be thorough and thoughtful!
  - Already created resumes will be acceptable so long as it reflects your high school career in its fullest
- ❑ Save your Completed Resume
  - After you have built your resume, click on “customize your printable resumes”
  - Click “create a new print format.”
    - Name your resume – Lastname.Firstname (ie. Buritica.Sayuri)
    - Check boxes that you would like to include in your resume and choose style format.
    - Click “Save and Close”

### **Step 3 – Submit Request to Teacher/Counselor**

- ❑ Under the “College” tab: Click on “colleges I’m applying to” link. At the bottom of the page, find “Teacher Recommendations” section and click “add/cancel request.”
- ❑ Add teacher/counselors to your request, as appropriate.
  - If you have special things you want your teacher/counselor to write about, please make note of them in the box to the right, particularly if you want specific LORs for specific colleges! Make sure to include the due date!
  - At the bottom of the page, click “update request”
    - If you are requesting a LOR from a former HMBHS teacher, please go through the common application and request them through "Other Recommender"

### **Additional things to Note:**

- ❑ Under the “College” tab: Frequently update list of colleges under “colleges I’m thinking about.”
- ❑ Register for the Common Application – [www.commonapp.org](http://www.commonapp.org);
  - Make sure your email address that you use to login for the Common App is the same as your email address in Naviance
    - To edit/review your Naviance email address, under the “About Me” tab, under “official things,” click on profile. Click on the pencil by your email address and edit, if necessary.
- ❑ Complete privacy information and waive FERPA rights on common app.
  - You must add a college on to your Common App dashboard before you can do this.
- ❑ Under the “Colleges” tab: Click on “colleges that I’m applying to” and match the common app to your Naviance account by using your email.
  - For more help to match your Common App with your Naviance account, please click on “match your common app” link to view a 5 step video. This can be found on your Naviance “Home” page under “pages”