

Rush-Henrietta Senior High School

Instructions for Obtaining Letters of Recommendation

Obtaining a Letter:

1. First, ask the recommender(s) for a letter IN PERSON. Don't email them. Don't just send the electronic request in Naviance Student. Remember, they are doing you a favor so give them the courtesy of a face to face interaction.
2. Log into your Naviance Student account at www.rhnet.org/naviance
 - Click on **Colleges (Home)** located in the top right of your screen, then choose **Letters of Recommendation** on the left side.
 - Choose **Add Request** and then choose your recommender from the dropdown menu.
 - You may individually choose the schools to which this will be sent, or you may choose "*All current and future colleges I add to my Colleges I'm Applying To list.*"
 - If you choose the all option, you should expect EVERY recommender to send to EVERY school.
 - Pay attention to how many recommendations each school requires and accepts. This could impact where you have certain people sending recommendations.
 - Add a personal note at the bottom if you feel you need to communicate any other information to this recommender.
 - Click **Submit Request**.
 - Repeat this process for any additional recommenders.
3. An electronic request will now be sent to your recommender. Back on the main letters of recommendation screen, you will now be able to see recommendation requests that have been sent. You will also be able to see the status of your letter: Requested, In Progress, Submitted or Canceled. This will help you monitor your recommendations and ensure they are submitted by the deadline.
4. Recommenders will then be responsible for uploading and sending the letter of recommendation directly to the institution.

Other Information:

- Counselors are often required to send a letter of recommendation as part of a Secondary School Report. They are NOT counted in the number of recommendations that are allowed to a school. **You do not need to invite them in Naviance.** If you need a recommendation from your counselor, please ask them during your senior appointment and also check the box on the transcript release form (green sheet). Do not check the box on the green sheet without having a conversation with your counselor first.
- If you are using a recommender that *does not work for Rush-Henrietta*, you may use the Common App to invite these recommenders. See your counselor for help with this step.
- If your school does not accept electronic submissions, please supply your recommenders with addressed and stamped envelopes so they can send the recommendation directly to the institutions admissions office.

Helpful Tips:

- **Give the recommender 3-4 weeks to prepare and write the letter.**
- Make sure you know how many recommendations a college expects and from whom. Double check your list for accuracy!
- Ask teachers who you think can speak about your academic abilities, potential success in college and your overall character. You want **at least 1** strong academic reference.
- Make sure you enter all information carefully and accurately or your letter of recommendation will not be received by your colleges.
- Write a thank you note to the recommender for writing the letter on your behalf.
- If you have questions, just ask your counselor!