

2013-2014 PROCEDURE TO REQUEST TEACHER RECOMMENDATIONS

NOTE: Prior to making a request through Naviance, you **MUST** have a personal conversation with your teachers!! Some teachers will send recommendations electronically and others prefer to send their recommendations via U.S. postal mail. Either method is fine.

If your teacher(s) are submitting recommendations electronically:

- Sign into your Naviance account
- Click on the “Colleges” tab
- Click on “Colleges I’m Applying To” and complete the Common App Account Matching. **(We suggest you “DO waive” your rights to see your recommendation. You also need to authorize us to send your records).**
- Under the heading “Teacher Recommendations” click on “Add/Cancel requests”
- Select from the drop-down menu the teachers you would like to ask to write your letters of recommendation. Please ask no more than TWO (2) teachers.
- Please list the colleges which you are applying to and the deadline date for each in the optional “Personal Note to Teacher” Box.
- Once you have completed the request click the “Update Requests” button. This sends your teacher an email letting them know that you have formally made this request.

TEACHER RECOMMENDATION REQUEST TIMELINE

<i>Application Due Date</i>	<i>Submit Required Materials to School Counseling Office by</i>
October 15 or before November 1	September 23 October 1
November 15	October 15
December 1	November 1
December 15	November 15
January 1	December 2
January 15	December 16
February 1	January 3
February 15	January 15

When the teachers complete the recommendations you will be able to see that they are uploaded into Naviance. You are responsible for giving your teachers adequate lead time and for following up.

If your teacher(s) are not submitting recommendations electronically:

- Provide teachers your list of colleges and deadline dates 4 weeks prior to due dates, please follow the timeline provided along with envelopes, stamped and addressed to each college with the following return address. WHS, 90 West Main St, Westborough, MA 01581

Recommendation Submission Legend



All recommendation documents must be mailed. Submit a stamped and addressed envelope to your teachers



All recommendations are electronically submitted through Common Application



All recommendations are electronically submitted through Docufide

Colleges I'm Applying To - Microsoft Internet Explorer provided by Westborough Public Schools

https://connection.naviance.com/family-connection/colleges/application

Identified by GeoTrust

Live Search

File Edit View Favorites Tools Help

Colleges I'm Applying To

me colleges careers about me

search for colleges: colleges I'm applying to

Go | compare me

MORE SEARCH OPTIONS >>

College	Type	Applying via Common App?	Submissions	Deadline†	Transcript	Office Status	My App.	Results	EDIT	CONTACT	GRAPH	WWW	Actions
Alfred Univ	RD	Unknown	CA	2/1/11	no request	Pending		Unknown					
Babson Coll	RD	Unknown	CA	1/1/11	no request	Pending		Unknown					
Bridgewater State Uni	RD	-	✉	2/15/12	no request	Pending		Unknown					
Indiana U Bloomington	RD	-	CA	-	no request	Pending		Unknown					
Lynchburg Coll	RD	-	CA	-	no request	Pending		Unknown					
U of Mary Washington	RD	Unknown	CA	2/1/12	no request	Pending		Unknown					
U of MA Amherst	RD	Unknown	CA	1/15/12	no request	Pending		Unknown					
Westfield State Uni	RD	-	✉	3/1/12	no request	Pending		Unknown					

my colleges

- colleges I'm thinking about
- colleges I'm applying to
- college visits

college research

- SuperMatch™ college search
- college match
- college compare
- college lookin

College that I am attending

Done

Internet 125%

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