Requesting Schools Materials via **NAVIANCE**

*Steps to complete this process in order!

Add Colleges to "Colleges I'm applying to list"

Step 1!

- Once you have determined schools that you are 100% planning to submit an application to, add them to your NAVIANCE list

    - You can migrate schools from your "thinking about list" to make this process easier

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Requesting Transcripts

on NAVIANCE

- You must request a transcript, with the appropriate deadline date/application type

   - if a deadline date populates incorrectly, notify your counselor of the correct due date ASAP

- We can not send any materials without a transcript request!

   - if you are applying to a CommonApp school, you must have completed the FERPA waiver

- When requesting a transcript, you are required to select how you are applying (CommonApp, direct to institution, etc).

- If you add additional schools at a later date, you must request a transcript - it is okay if you make multiple requests!

Requesting LORS

on NAVIANCE

- You must request a specific teacher for each college request

    -ex. Select teacher from drop down menu, and check which colleges you wish that teacher's letter be submitted to

- You must notify your teacher if:

    - request is for a CommonApp school or a non-CommonApp school

    - deadline/due date

    - if you add additional colleges to your list, write a note to your teacher so they are aware!

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Sample "notes to teacher"

For CommonApp schools:

"Thank you for writing a letter of recommendation on my behalf. My earliest CommonApp deadline is XXX."

If you add schools at a later date:

"I have adjusted my colleges I am applying to list and added more CommonApp schools. You should not need to submit any additional information, but I wanted you to be aware in case you receive an email"

For Non CommonApp schools:

"Thank you for writing a letter on my behalf. I am applying to XXX college via a school based application. My deadline is XXX."

If you add schools at a later date:

"I have adjusted my colleges I am applying to list and added more non-CommonApp schools. You should be getting a new request in your email. This due date is XXX."

Sample Notes if you have CommonApp and Non-CommonApp Schools

"Thank you for writing a letter on my behalf. I am applying to both CommonApp and Non-CommonApp schools. My earliest deadline date is XXX."

IF YOU ADD ADDITIONAL SCHOOLS AT A LATER TIME, SEND A NOTE LIKE THIS:

"I adjusted my "colleges I am applying to list," to include additional CommonApp and non-CommonApp schools. UMASS and BSU are CommonApp schools, you should not need to submit anything to either school. Pace University is a non-CommonApp school for me, and I will need you to submit my letter of recommendation by XXX."

	Bridgewater State University 0 required / 3 allowed / 0 requested	
☑		
☐	Florida State University 0 required / 0 allowed / 0 requested *This college does not accept Letters of Recommendation*	Nov 01 2021
☑	Pace University, New York City Campus 1 required / 2 allowed / 0 requested	Jan 27 2022
☑	University of Massachusetts-Amherst 0 required / 3 allowed / 0 requested	Jan 15 2022

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

Hi Mrs. Frias,

I adjusted my "colleges I am applying to list," to include additional Common App and non-Common App schools. UMASS Amherst and BSU are Common App schools. You should not need to submit anything to either school. Pace University is a non-Common App school for me, and I will need you to submit my letter of recommendation by Jan. 27th.

Thank you !

2590 characters remaining

Cancel   Submit Request

* Indicates a required field

IMPORTANT

You must request a transcript and a LOR for every school, every time you add additional schools to your list...email the teacher writing your letters and your counselor if you make adjustments!