

LETTER OF RECOMMENDATION REQUEST FORM

*To be completed by the student and given to the teacher 2 weeks prior to deadline!

1. Fill out the **Letter of Recommendation Info Survey** in Naviance.
This will provide your recommender important information to assist in writing a GREAT letter!
 - <http://gwhs.dpsk12.org/>, hover over Success Center at the top and pull down to College and Career Advising. The Naviance login is in a green box on the left side.
 - **Username:** ID number **Password:** 8-digit birthday (mmddyyyy) OR a password you chose
 - Click on About Me at the top. The Letter of Rec Info Survey will be with the surveys on the left.
2. Ask the teacher/advisor if they are willing to write a letter **AT LEAST 2 WEEKS IN ADVANCE**.
3. *OPTIONAL:* Print out a copy of your resume and transcript.
4. Give your teacher this completed form with the items from #3 attached.
5. REMEMBER: **Follow-up with your teacher** to make sure they sent your letter.

Student name: _____

Teacher/Advisor you are asking to write this letter: _____

I need a letter of recommendation for: (Specific name of college(s) or scholarship(s))

Did you apply using the Common Application? ____ Yes ____ No

TEACHERS, IF THE STUDENT USED THE COMMON APP, YOU MUST COMPLETE THE COMMON APP TEACHER RECOMMENDATION FORM IN NAVIANCE IN ADDITION TO UPLOADING THE LETTER. SEE DIRECTIONS OR CONTACT JASMINE RAINEY OR RICHARD MAEZ FOR INFORMATION.

I need this letter by (at least 2 weeks out!): _____

____ Please print out a hard copy of the letter

____ Please upload the letter to Naviance (Teacher: see instructions on Staff Resources page on GW website)

____ Other: _____

TEACHER INSTRUCTIONS TO UPLOAD LETTERS OF RECOMMENDATION INTO NAVIANCE

*Please upload all documents as a PDF

To log into your Naviance Educator Portal:

1. Go to www.succeed.naviance.com (also found on the staff resources page on the GW website)
2. Account: gwhs
3. Username: first initial last name or first_last
4. Password—you picked it!! Click “I forgot password” or email Richard_Maez@dpsk12.org or jrainey@denverscholarship.org to reset your access.

To look up a student:

1. Once logged in, click on **Students** on the top navigation bar.
2. Search fields will appear on the left. You can search by name, grad year, ID, etc.
3. Click on the name of the student whose profile you wish to see.
4. You can look through all of the tabs at the top of the profile to learn about the student, including their Post-Secondary Goals and any personality/interest inventories they have completed.
5. Seniors must complete a survey called “**Letter of Recommendation Info Survey**” prior to requesting a letter from you. To access their responses, go to their **PLAN** tab and look on the list of Student Surveys. This should provide you valuable information on the student’s experience in high school, future plans, characteristics, and involvement beyond your class.

To upload a college Letter of Recommendation:

1. Click on **eDocs** at the top of the student’s profile page.
2. Click on the **Prepare** tab.
3. Click on the **Add** button to add a document to the Teacher Documents table.
4. Click Upload a File button.
5. Complete all required selections.
6. Click **Choose File** to locate the document to upload.
7. Click **Upload File**.
8. **IMPORTANT:** *If the student indicated on their form that they submitted the **Common Application**, you must also do the Common App Teacher Evaluation Form (see #9).*
9. *Again click on **Prepare**, then **Add** under Teacher Documents, and **Prepare a Form**. Pull down on the menu to select Common App Teacher Eval Form.*

FINAL STEPS:

1. Click **Send** link under eDocs.
2. For each school, click on **Full Details**.
3. Click on box next to **Letter of Recommendation**.
4. Click **Review and Submit** at the end of page. This opens a new page where you review and submit the letter.
5. Click **Submit**. The letter has been sent.