**Naviance Log In and Letter of Recommendation Information**

You can **log in** to your [Naviance account](https://student.naviance.com/grayslakenorth) by using the *'Continue with Single Sign On'* button. Once clicked, choose your Google school account (email) to continue with. That's it - no passwords needed!

**Letter of Recommendation Steps**

*Steps to Request a Teacher Letter of Recommendation:*

1. You must submit your [Transcript Release Form](https://www.d127.org/north/guidance/transcripts) if you are NOT applying through Common App. If you are applying through Common App, you must have Naviance and C.A. matched. The schools need to be in your list in order to request a letter of rec.

2. Ask your teacher if they would be willing to write a letter on your behalf. **Give your teacher plenty of time to write the best letter they can on your behalf!**

3. Once they have agreed to write your letter, [login](https://student.naviance.com/grayslakenorth) to your Naviance Family Connection account. Once on the SIGN IN page, click on ‘continue with single sign on’.

4. Click on the “colleges” tab at the top of the page and then, under Apply to College, click on Letters of Recommendation. At that point, add the requests.

5 Click on the name of the teacher who will be writing your recommendation. Select the schools in which you need a letter of recommendation.

6. Thoughtfully complete the **Teacher Recommendation Questionnaire** located under the About Me tab in the far-right corner, then, under Surveys, click on Surveys from Your School.

7. Inform your teacher that the questionnaire has been completed.

*\*\*If you do not see your college listed and you applied through Common App, be sure the FERPA Waiver is complete and your Common App Username is matched to Naviance Student.*

*\*\*If you do not see your college listed and you applied through their website, you must turn in the Transcript Release Form to the College and Career Resource Center and it will be added during processing.*

***How do I know if I need a COUNSELOR FORM or COUNSELOR/TEACHER Letter Of Recommendation:***

1. Go to the website of the college you are applying to

2. Click on the Undergraduate Admissions website

3. Search for Admission or Application Requirements

4. If required, indicate so on this form AND complete the Letter of Recommendation Request *(click* [*HERE*](https://drive.google.com/file/d/1JVXJ3dxf-sv1W14kkHlNNIqYR4ivcfEM/view?usp=sharing) *for guidance to the LOR and Teacher Rec. Survey page)* and Teacher Recommendation Survey on Naviance.

5. Give your Counselor/Teacher ten working days to write the best letter they can on your behalf!