

How to Request a Letter of Recommendation on Naviance

What to know before you request a letter of recommendation.

- Make sure you have colleges listed in the “Colleges I’m Applying To” section on Naviance
- Please be sure that you have had a conversation with your letter writer before adding them on Naviance
- Letter of rec profile is highly suggested!
 - You can find the Letter of Rec Profile on the Document Library on Naviance

Step 1

- Log on to your Naviance account (student.naviance.com/rangeview)
- Username: Student ID Number | Password: Six-digit birthdate (Ex: 101591)
- Select Login

Secure | <https://student.naviance.com/rangeview>

IC APSNet CCS Naviance Frontline P-20 Tableau Drive ATS Credly Student Credly RHS Bus Twitter

RR

Welcome to Naviance Student

Email or Username

STUDENT ID NUMBER

Email or Password

SIX DIGIT BIRTHDATE (EX: 101591)

Login

Are you new here?

I'm a guest
I need to register

Rangeview High School
11111 Cliff Avenue
Aurora, CO 80013-4212
p: (303) 695-6848
Privacy Policy

Step 2

Click “Colleges” and then click “Apply to College”

English Give feedback No new messages Switch Grade: Demo

Naviance | Student

Welcome, Demo Asmamaw!

Home Courses Colleges Me

COLLEGES Home

COLLEGES I'm thinking about CH

COLLEGES I'm applying to

Senior Transcripts & Letters of Rec

Seniors,

Do you have questions about how to request letters of rec or

My Favorites

Find Your Fit >

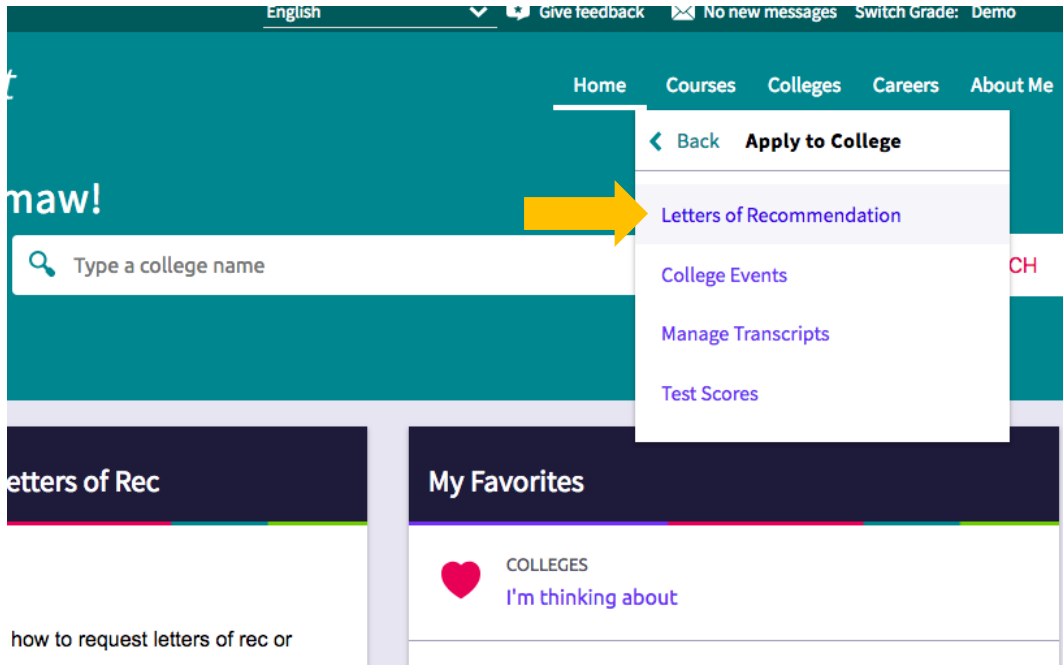
Research Colleges >

Apply to College >

Scholarships and Money >

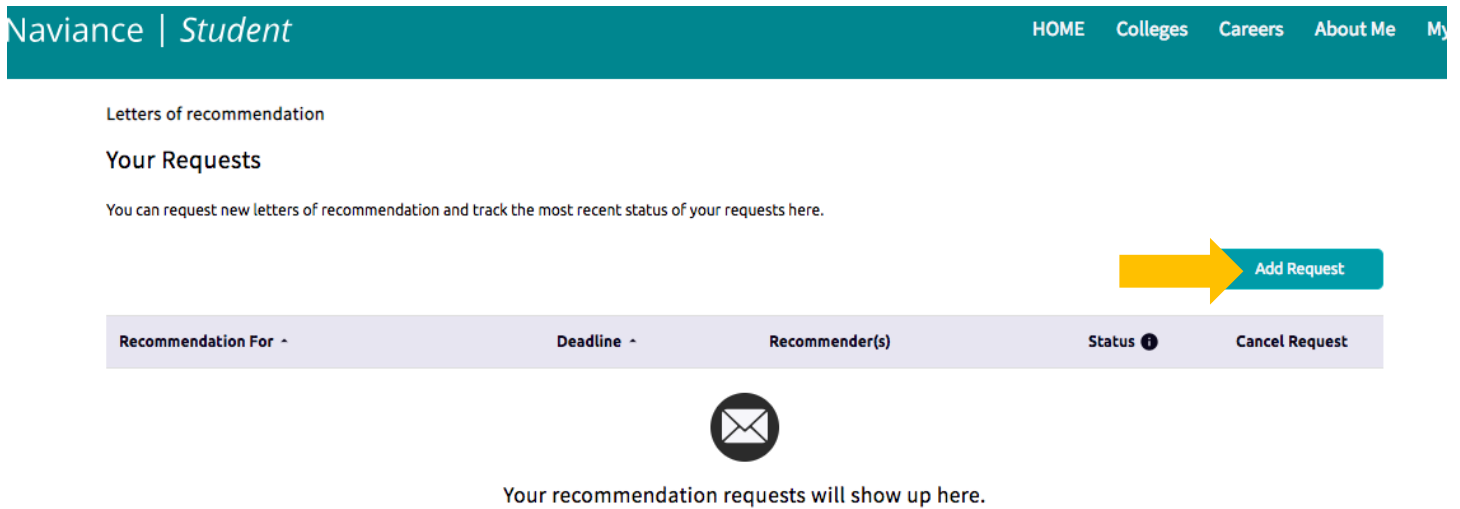
Step 3

Click "Letters of Recommendation"



Step 4

Click "Add request"



Step 5

Fill out all required information and Click "Submit Request" when complete

- Who would you like to write this recommendation?
- Select which colleges this request is for?
 - Please select the second option "All current and future colleges I add to my *Colleges I'm Applying To* list." **If requesting a recommendation for a specific college on your list, please select the first option, "Choose specific colleges from your *Colleges I'm applying to* list."
- Include a personal note to remind your recommender about your great qualities and any special requests.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

- Choose **specific** colleges from your *Colleges I'm Applying To* list
Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.
- All current and future colleges I add to my *Colleges I'm Applying To* list

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