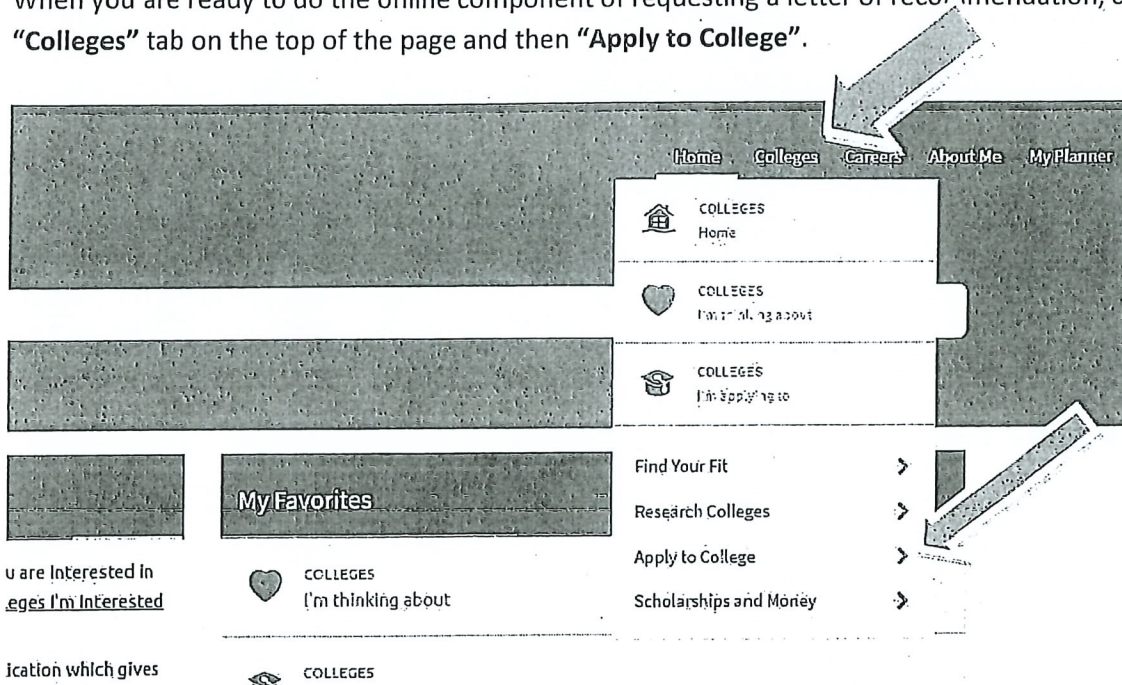
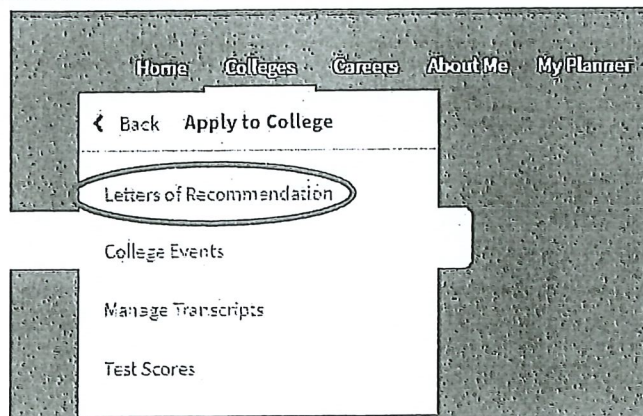


HOW TO: REQUEST A LETTER OF RECOMMENDATION

1. Go to www.krhs.net, click on the *Guidance* tab, Click *Naviance* on the left, then the blue *Family Connection* button, and log on to your Family Connection account.
2. You **MUST** talk to your teachers in advance and receive a positive response from them **BEFORE** you submit the online request for a letter of recommendation. Please ask no more than **TWO (2)** teachers unless you have special circumstances. If you are planning to attend a 4 year college, your guidance counselor will automatically write you a letter of recommendation in addition to the two teachers you request. However, please be sure to send an online request for a letter of recommendation to your guidance counselor in addition to your teachers.
3. When you are ready to do the online component of requesting a letter of recommendation, click on the **"Colleges"** tab on the top of the page and then **"Apply to College"**.



4. Then Click **"Letters of Recommendation"**.



HOW TO: REQUEST A LETTER OF RECOMMENDATION

5. Chose "Add Request"

The screenshot shows the 'family connection' website interface. At the top, there are navigation tabs: 'home', 'colleges', 'careers', 'about me', and 'my planner'. Below this, the 'Letters of recommendation' section is active. It contains a heading 'Your Requests' and a sub-heading 'You can request new letters of recommendation and track the most recent status of your requests here.' Below this, it says 'Showing 0 requests'. There is a table with columns: 'Recommendation For', 'Deadline', 'Recommender(s)', 'Status', and 'Cancel Request'. In the center of the table is a large 'X' icon and the text 'Your recommendation requests will show up here.' To the right of the table, there is a button labeled 'Add Request' which is circled in red. A red arrow points to this button from the right side of the page.

6. Now just select the teachers you would like to ask to write your letters of recommendation. Remember that this is the on-line request. You should also include a reminder in the "Personal note to teacher" box on the bottom of the page. This sends your teacher an e-mail letting them know that you have formally asked them. This is a good place to let them know when the letter is due to guidance and also be sure to ask for the common application teacher evaluation form to be completed in addition to your letter (The Common App Teacher evaluation form CANNOT be filled out until the student's Senior Year). You should give them at least 2 weeks in advance of any deadlines. (SEE BELOW)

The screenshot shows the 'Add new request' form. At the top, it says 'Letters of recommendation' and 'Add new request'. Below this, it says '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!'. There are two buttons: 'Cancel' and 'Submit Request'. The form has three main sections: 1. 'Who would you like to write this recommendation?*' with a dropdown menu labeled 'Select A Teacher'. 2. 'Select which colleges this request is for:*' with a text area for 'Choose specific colleges from the list of colleges you've added' and a link 'Click here to add.' Below this, there is a checkbox labeled '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:' with a large text area. Below the text area, it says 'Thanks for agreeing to write me a letter of recommendation. I also need the common app teacher evaluation form filled out too. My deadline is _____' and 'Thank!'. At the bottom right, it says '2829 characters remaining'. There are 'Cancel' and 'Submit Request' buttons at the bottom.

HOW TO: REQUEST A LETTER OF RECOMMENDATION

7. Once you have completed the request click the **"Submit Requests"** button. After updating, you will see your requests under the colleges you are applying to" (SEE BELOW)

Way to go! John Gill will be notified of this recommendation request for All Applications.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 1 requests

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
All Applications	See applications	John Gill	Requested	X

Buttons: Add Request, Add Request

The status will say "SUBMITTED" when it is ready.

IF YOU HAVE FURTHER QUESTIONS SEE YOUR GUIDANCE COUNSELOR!