Uploading your Letters of Recommendation (LOR) and Common Application (CA) Teacher Report

You can upload a LOR whether you have been officially notified by the student through Naviance or not. Because many students asked teachers last spring to write letters of recommendation, many of you have the letters already prepared. If that is the case you may go ahead and upload them:

Click **Find Students**. Search for the student by using the letters of the alphabet tabs. Select the student.

Next, select the **eDocs** tab.

Scroll down to **Teacher Documents**

Select **Add New Document**

Browse to find the attachment

To complete the task, select **Click and Upload**.

When a student completes an application they will indicate that the application is complete through their Naviance Account and will then indicate which teachers they have asked for recommendations. If the student selects you as a recommender, you will receive an email from them. If you receive an email from the student which triggers your need to upload a letter, you would follow the same steps as listed above.

The **Manage and Complete your College Recommendations** tab allows you to see which LORs are completed, which are pending, etc.

Please complete the Common Application Form for each student who requests a LOR. When you are finished completing this form, please remember to click "Save Form".

If a red box appears indicating the student has not matched their Naviance Account with the Common App, you can still upload your letter and form. It doesn't affect your end of the process.