



NORWALK HIGH SCHOOL COUNSELING DEPARTMENT

STUDENT REQUEST FOR TEACHER RECOMMENDATION

STUDENT INFORMATION FORM

Directions for Students: Complete the form and give a copy to EACH teacher from whom you are asking to write a letter of recommendation. You must submit this *completed* form to your teacher at least 4 weeks prior to your *first* application submission deadline. **This form must include your parent/guardian's signed consent for your teacher to release records on your behalf.** You must also be sure to add all Common App colleges to your Common App Dashboard; add non-Common App colleges to your Naviance account; and add any teachers from whom you are requesting a recommendation to your *Recommendation Requests* in Naviance.

Student: _____ **School Counselor:** _____
First Name Last Name

Student Cell Phone: () _____ **Student Email:** _____ @ _____

Complete this grid by 1) listing every college to which you want this letter sent, 2) indicating the date by which you'd like the letter submitted & 3) circling YES or NO as to whether or not you are submitting a particular application via the Common Application. It is your responsibility, as the student applicant, to check with each college about the number of required vs. allowable recommendations and about that college's specific submission deadlines. Then complete the questions below and please be as detailed as possible in the information that you provide (use the reverse side if more space is needed).

College/University	Requested Submission Date	Submit Via Common App	
1.		YES	NO
2.		YES	NO
3.		YES	NO
4.		YES	NO
5.		YES	NO
6.		YES	NO
7.		YES	NO
8.		YES	NO
9.		YES	NO
10.		YES	NO

Teacher: _____

Course(s) taken with this teacher: _____

Grade Level(s) Taken (circle): 9th 10th 11th 12th

Final Grade Received in Course #1: _____ **Course #2:** _____

1. What did you enjoy most about this class?

2. What specific experience/project/discussion/concept did you find most stimulating or felt brought out the best in you?

3. What were your academic strengths and weaknesses in this class?

4. What challenge, if any, did you encounter in the class and how did you handle it?



**NORWALK HIGH SCHOOL COUNSELING DEPARTMENT
STUDENT REQUEST FOR TEACHER RECOMMENDATION
MANDATORY PARENTAL DISCLOSURE STATEMENT**

Directions for Parents: Please complete and sign below if you grant permission for the items that your son/daughter/ward has requested to be forwarded to the institutions to which he/she may be applying.

I hereby authorize that the following teacher _____ has my permission to release a letter of recommendation and any corresponding teacher evaluation forms to colleges, other postsecondary schools, and scholarship committees when requested on behalf of:

_____	_____	_____
Student First Name	Student Last Name	Date of Birth
_____	_____	
Parent / Guardian First Name	Parent /Guardian Last Name	
_____	_____	_____
Parent/Guardian Signature		Today's Date

TEACHER USE ONLY

Date Form Submitted to Teacher _____ Teacher's Initials _____