



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Guidance Department

Phone: (203) 341-1225

Fax: (203) 341-1235

Teacher Recommendation Request Form

Instructions: Four weeks before the first application deadline, complete a *Teacher Recommendation Request Form* for each teacher you ask to write a recommendation. In order to help teachers write their recommendation, answer the questions on page two, and check with the teacher to see if they have their own individual questionnaire or would like any additional information. If you apply to additional colleges, resubmit page one of the *Teacher Recommendation Request Form*, with the additional colleges listed, to each teacher. (Note: You do not need to fill out page two a second time.)

All Common Application and many non-Common Application college recommendation forms will be submitted online. If you are applying to a Common Application college, it must be listed on both your Common Application 'My Colleges' list and 'colleges I'm applying to' in Naviance prior to giving the *Teacher Recommendation Request Form* to a teacher. For any college that does not accept online submission of recommendations, it's the student's responsibility to provide the teacher with a stamped, peel-and-seal Staples envelope (available in Guidance) addressed to the college, as well as the college's teacher recommendation form (if required), with the student portion completed.

Name of Student: _____
First MI Last

Student Phone: _____ Student Email: _____

Name of Teacher: _____ Name of School Counselor: _____

Please send my letter of recommendation to each of the colleges listed below.

- Yes, I do waive my right to access the letter of recommendation. I have completed the FERPA authorization on the Common Application and matched my Common Application and Naviance accounts.
- No, I do *not* waive my right to access the letter of recommendation.

Student Signature: _____ Date: _____

Name of College (<i>list in alphabetical order</i>)	Deadline	ED/EA/RD/Rolling	How To Submit Recommendation
1.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
2.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
3.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
4.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
5.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
6.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
7.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
8.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
9.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
10.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
11.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope
12.			<input type="checkbox"/> Online <input type="checkbox"/> Envelope

Teacher Use Only
Date Received From Student: _____
Date Submitted Rec. to College: _____

Name of Student: _____
First MI Last

Student Phone: _____ Student Email: _____

In order to help your teacher write your letter of recommendation, answer the following questions as completely as possible. (Note: This page only needs to be filled out one time for each teacher.)

1. How long have you known this teacher and in what context? (i.e. teacher, coach, club advisor)
2. List the course(s) you took with this teacher. For each course, include the year in school and course level.

Name of Course	Year in School	Course Level

3. Do you have an intended major/area of study?
4. What about this teacher's class did you enjoy or find most interesting?
5. What significant memory, situation, or contribution you made comes to mind when you think of this teacher's class?
6. What were your greatest strengths and relative weaknesses as a student in this teacher's class?
7. List any in- or out-of-school awards received or exams taken (along with your score) relevant to this teacher's class (i.e. National Latin Exam, Intel Science, AP exams, SAT Subject Tests).
8. Is there any additional information you feel this teacher should know *related to their class*? (i.e. extracurricular, work, or summer experiences or other relevant courses at Staples or outside of school; English: what was the topic of your research paper?; Science: what role did you play in labs?; World Language: have you studied any other languages?)