

2018-2019 Counselor/Teacher Recommendation Request Form

Student Name: _____ Date: _____
 Email: _____ Counselor Name: _____
 Phone Number: _____ Earliest Application Deadline: _____

Are you applying Early Decision to any school? Yes No If Yes, which school? _____

Teacher Recommendations: List the teachers who have agreed to write your recommendations. Have them sign this form and verify if they will submit their recommendation in Naviance or through the mail.

1. Teacher Name: _____ Signature _____ Naviance Mail
 2. Teacher Name: _____ Signature _____ Naviance Mail

Submit the following documents to: Mrs. Kenefick for: **Mrs. Cairra, Ms. Lengauer, and Ms. Sylvestre**
 Mrs. Morse for: **Mrs. Goodliffe, Ms. Vavruska, and Mr. Wolfson**

	Submit to the School Counseling Office by:	If your earliest College Application Deadline is:
_____ Counselor/Teacher Recommendation Request Form	September 14	October 15
_____ Final Activity Resume	September 28	November 1
_____ Copy of Essay	October 15	November 15
_____ Junior Questionnaire (Completed on Naviance)	November 1	December 1
	November 20	January 1
	December 14	January 15
	January 4	February 1
	At Least 4 School Weeks Before	Any other deadline not listed

To have your transcripts and recommendations sent, you must complete the following two steps for each school
AT LEAST 2 WEEKS BEFORE ITS DEADLINE:

1. Add each college to your "Colleges I'm Applying To" list in Naviance. (Please add your earliest deadline school ASAP)
2. Go to <http://bit.ly/whstrf19> to make your official transcript request online.

You must also complete the **FERPA Release Authorization** (in the Common Application) and **match your Naviance and Common Application accounts** (in Naviance) before transcripts and recommendations can be sent to Common Application schools.

It is the **STUDENT'S** responsibility to submit scores from the SAT, ACT or other standardized tests directly to the colleges. WHS **DOES NOT** submit these scores with transcripts and recommendations.

Student Verification

I understand and will follow my responsibilities in the recommendation and transcript request process as described on this form.

Print Name: _____ Sign Name: _____