

# 2019-2020 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: **Ms. Adams, Mrs. Caira, and Ms. Lengauer**  
Mrs. Morse for: **Mrs. Goodliffe, Mr. Wolfson, and Mr. Woodbury**

- \_\_\_\_\_ Counselor/Teacher Recommendation Request Form
- \_\_\_\_\_ Final Activity Resume
- \_\_\_\_\_ Draft of Essay
- \_\_\_\_\_ Junior Questionnaire (Completed on Naviance)

Submit to the School Counseling Office by:	If your earliest College Application Deadline is:
September 17	October 15
September 30	November 1
October 18	November 15
November 4	December 1
November 20	January 1
December 13	January 15
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:**

- Add each college to your "Colleges I'm Applying To" list in Naviance. (Please add your earliest deadline school ASAP)
- Go to <http://bit.ly/whstrf20> 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: \_\_\_\_\_