

## *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 and fees to:** Mrs. Kenefick for: **Mrs. Caira, Mrs. Goodliffe, and Mr. Wolfson**  
 Mrs. Morse for: **Ms. Kapusniak and Ms. Vavruska**

	Submit this form to the School Counseling Office by:	If your earliest College Application Deadline is:
_____ Counselor/Teacher Recommendation Request Form	September 15	October 15
_____ Final Activity Resume	September 29	November 1
_____ Copy of Essay	October 14	November 15
_____ Junior Questionnaire (Completed on Naviance)	October 27	December 1
_____ \$5.00 Transcript Request Fee	November 21	January 1
	December 8	January 15
	January 3	February 1
	At Least 4 School Weeks Before	Any other deadline not listed

**These UPDATED deadlines are slightly different than those that appear in the 2018 Post-Secondary Planning Handbook.**

**To have your transcripts and recommendations sent, you must go to <http://bit.ly/whstrf18> to make a request online for each school at LEAST 2 WEEKS BEFORE ITS DEADLINE.**

**You must also complete the following two steps before transcripts and recommendations can be sent to Common Application Schools:**

- Complete the FERPA Release Authorization in the Common Application. (**How to Video:** <http://bit.ly/ferpa18>)
- Match your Naviance and Common Application accounts. (Done on the “Colleges I’m Applying To” page in Naviance.)

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 and described on this form.

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_