




# Teacher Recommendation Request Form

Date Received from Student \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Name of College/University	Application Deadline Date	Do you need the letter mailed? (Write Y if your college has a stamp icon in Naviance) 	Are you using the Common Application? (Y or N)	For Teacher Use: Date Letter Sent

**Teachers:** Don't forget to complete Teacher Common Application Form prior to letter being submitted.

### Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I have completed the Wavier of Right to Access Teacher Letters of Recommendation Form and have  waived my rights  not waived my rights to examine a copy of the letter. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note for teachers: If a student requests additional recommendations from colleges not on this list, they must provide you with another Teacher Recommendation Request Form with appropriate signatures.