



Colleges and universities prefer that teacher evaluations and recommendations be confidential. Colleges generally believe that recommendations written with this understanding are more candid and honest. Therefore, those recommendations have more validity and carry more weight in the admission process than recommendations that parents and students can access.

In light of this, we request that all students/parents requesting letters of recommendation complete and return the waiver form below to the counseling office. If you choose not to waive your right to access letters of recommendation, this information will be included in the counselor's letter.

**WAIVER OF RIGHT TO ACCESS SCHOOL COUNSELOR/TEACHER LETTERS OF RECOMMENDATION**

We request that school employee(s) at \_\_\_\_\_ High School complete a letter of recommendation(s) and/or other evaluations associated with my child's college application and/or scholarship applications. We authorize the release of student information in this letter and other application forms.

**We do waive our rights**

**We do not waive our rights**

to examine or obtain a copy of the letter(s), rating sheets, and other evaluations.

\_\_\_\_\_

**Printed Name of Student**

\_\_\_\_\_

**Student Signature  
Date**

\_\_\_\_\_

**Printed Name of Parent/Guardian**

\_\_\_\_\_

**Parent/Guardian Signature  
Date**

*If you have not already, update your email address in Naviance. Click About Me and My Account.*

**Student email address:** \_\_\_\_\_