

# Teacher Recommendation Request Form

**Northwood High School  
School Counseling Department**

### **Directions For Student**

- (1) Complete one form for each teacher from whom you are requesting a recommendation.
- (2) List all colleges/universities or programs to which you wish to send a recommendation.
- (3) Include a stamped business size envelope addressed to the college.
- (4) Remember to read and sign the bottom of this form.
- (5) Remember to thank the teacher and notify him/her on the outcome of your application.

Student's Name \_\_\_\_\_

Student Social Security # \_\_\_\_\_

Date of Request \_\_\_\_\_

Name of Teacher \_\_\_\_\_ Subject \_\_\_\_\_

### **College, University, Employer, and/or Scholarship Programs**

Name of School	Teacher Form Enclosed (Yes, No)	Due Date

### **Directions For Teacher**

- (1) Please write a recommendation letter for the student.
- (2) Please mail it in with the attached stamped addressed envelope(s) to the college(s), universities(s) employer(s), or scholarship program(s) listed above on or before the due date.
- (3) Please include the social security number (listed above) on the letter.

### **STUDENT: PLEASE READ AND SIGN**

In accordance with the Family Educational Rights & Privacy Act of 1974, I have indicated my intention regarding access to these reports by checking one of the following options:

\_\_\_\_ I waive access to this report, which shall therefore be considered confidential.

\_\_\_\_ I do not waive access to this report.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original-Teacher

Yellow-Student