



Mercy High School

Teacher Recommendation Request Form

- ◆ Complete one form per teacher.
- ◆ In Naviance Family Connection, you must identify the teacher and request that s/he complete the recommendation(s) online.
- ◆ Please allow up to 3 weeks from date of submission for processing.

Student Name: _____ Teacher: _____

Counselor (check): Bennetts (A-G) Hessler (H-O) Casey (P-Z) Date Submitted to Teacher: _____

Purpose of letter (check): College Application Scholarship Employment Other

Name of College/Scholarship/Organization	Requested Due Date	Do you need the letter mailed? ("yes" if the college has a stamp icon in Naviance) If Yes, you MUST provide a STAMPED envelope, addressed to the college.	Are you using the Common App? App? (Y or N)

Check here if you have additional schools; list on a separate sheet and attach to this form.

RELEASE OF STUDENT RECORDS

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other applicable college application materials can be released to a third party.

Please check the applicable box regarding your right to access teacher letters of recommendation:

- I waive my right to examine a copy of the letter.
- I DO NOT waive my right to examine a copy of the letter.

I give approval to have transcripts and other necessary documents sent to the institutions listed above when requested by my daughter.

Parent/Guardian Signature: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

PLEASE COMPLETE THE 2nd PAGE OF THIS FORM BEFORE SUBMITTING TO YOUR TEACHER!

DIRECTIONS TO STUDENT:

To write a comprehensive letter of recommendation for you, a teacher needs additional information from you in order to help prospective colleges learn more about you as a student in the classroom. The more information you provide, the better the letter. Fill out this form as thoroughly as you can. Use additional paper if needed.

What course(s) did I teach you? What grade level(s)?

What did you gain/learn from my class(es)?

How did you contribute to the class environment?

How would you describe yourself as a student in my class? Please give specific examples of how you demonstrated these attributes in my class.

Did you face any challenges in my class? If so, how did you handle the challenge and what did you learn about yourself in the process?

Outside of the classroom, what activities are you involved in?

How did you balance extracurricular activities with your academic coursework? Do you believe you were able to manage this balance well? If so, what attributes do you feel helped you be successful?

Are you considering any specific majors or career paths at this time?

Is there anything else you would like me to know about you?
