STAPLES HIGH SCHOOL
70 North Avenue, Westport, Connecticut 06880

Guidance Department *Phone: (203) 341-1225* *Fax: (203) 341-1235*

Teacher/School Counselor Summer Program Recommendation Request Form

Instructions: Two weeks before the first application deadline, see your teacher/school counselor in person to ask if they would be willing to write a recommendation for you. If so, complete a *Teacher/School Counselor Summer Program Recommendation Request Form* and provide it to the person you are asking to write a recommendation. For online submission, provide the necessary link to the teacher/school counselor. For submission by mail, it's the student's responsibility to provide the teacher/school counselor with a stamped envelope addressed to the program. The teacher/school counselor will submit the recommendation directly to the program. If the program requires a transcript as part of the application, a *Transcript Release Form* must be submitted to the guidance office in addition to this form.

Name of Student: _____
First MI Last

Student Phone: _____ Student Email: _____

Name of Teacher/School Counselor Submitting Recommendation: _____

Please send my letter of recommendation to each of the programs listed below.

☐ Yes, I do waive my right to access the letter of recommendation.

☐ No, I do *not* waive my right to access the letter of recommendation.

Student Signature: _____ Date: _____

Name of Summer Program	Deadline	How To Submit Recommendation
1.		☐ Online ☐ Envelope
2.		☐ Online ☐ Envelope
3.		☐ Online ☐ Envelope

Answer the following questions to help your teacher/school counselor write your recommendation. If you are applying to more than one program, attach a separate, completed sheet for each program.

1. Describe the program you are applying to, addressing the specific aspects that appeal to you.

2. Why would you like to attend this program, and what do you hope to gain from it?

3. Describe your qualities and experiences (personal, academic, and/or extracurricular) that relate to this program.