

BELLPORT HIGH SCHOOL
Request for Letter of Recommendation

Attention Teachers: You may start uploading your letters on Naviance at this time. However, the **required** “Common App Teacher Evaluation Form” will not be available to complete **until August 1**. Both forms must be completed by the fall to send the student’s applications.

Teachers: Below is information regarding your student asking for a letter of recommendation. You do not need to return this form, but if you would like us to keep the FERPA waiver on file, we will. Thank You.

CONFIDENTIALITY STATEMENT

In accordance with the Federal Family Educational Rights and Privacy Act of 1974,

I do ____ I do not ____ waive my right to review this recommendation.

Student Signature /Date

Date Requested: _____

Teacher’s Name: _____

Student’s Name: _____

Counselor’s Name: _____

I would very much appreciate it if you would be able to write a letter or recommendation for me.

To assist you in writing this letter, I am providing you with the following information:

You were my teacher for: _____ Grade _____

My biggest accomplishment in your class:

My Future educational and career goals include:

Other extracurricular activities I participate in, both in and out of school include:

Teachers: Completed letters of recommendation should be uploaded directly to Naviance along with the “Common App Teacher Evaluation Form”. Thank You for your time and assistance.