

**Riverhead High School**  
Teacher Recommendation Request Form

Teacher Name \_\_\_\_\_

Counselor \_\_\_\_\_

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Application Type: \_\_\_\_\_ Early Decision \_\_\_\_\_ Early Action \_\_\_\_\_ Regular Decision  
(Check one)

**Requested Due Date for Teacher to submit to Guidance Office** \_\_\_\_\_

**Student Directions:** To prepare for your teacher recommendation requests, please complete the following tasks:

- Personally meet with each teacher you are planning on asking and communicate why you think they should write you a letter. Complete this task at least three (3) weeks prior to the requested due date.
- Once the teacher has agreed to write a letter on your behalf, send them an invite through the Naviance Teacher Recommendation Feature.
- Ask your teacher to complete the Common Application Teacher Evaluation in Naviance after they upload their Teacher Recommendation.
- Thank your teacher!

Riverhead High School  
700 Harrison Avenue  
Riverhead, N. Y. 11901

Colleges Applying to: \_\_\_\_\_

\_\_\_\_\_

Overall Average \_\_\_\_\_ Expected College Major \_\_\_\_\_

School Activities-Clubs and Sports: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_