

Westfield High School

Letter of Recommendation Packet

Deadline: October 1

Any student requiring a Counselor Letter of Recommendation must complete this packet by the deadline above. Please print legibly when completing this packet and return to the WHS Counseling Center.

The amount of effort that you put into this document will reflect the quality of information that your counselor can put into your letter of recommendation.

Student Name _____

Email Address _____

Counselor _____

Your Completed Packet Must Include:

_____ Letter of Recommendation Worksheet
 Hard copy attached
 Completed survey in Naviance

_____ Resume
 Hard copy attached
 Completed resume in Naviance

_____ Student/Parent Signatures

Please list colleges to which you are applying that require a counselor letter of recommendation. Letters of recommendation will not be sent to the colleges until your application has been marked as “submitted” in Naviance/Colleges I’m Applying To.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I have read and understand all of the information included in this packet. I waive my right to access my counselor letter of recommendation and/or my secondary school report at any time (including after my graduation). *If you have any concerns about this waiver, please contact your school counselor directly.*

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Completed Packet is Due to the Counseling Center No Later than October 1