

TOWNSHIP HIGH SCHOOL DISTRICT 113
LETTERS OF RECOMMENDATION
WAIVER OF ACCESS

Many colleges, universities and other organizations request letters of recommendation from high school staff members. They generally prefer that the recommendations be confidential, because they feel that confidential recommendations are more candid. This means that you will not be able to see the letter of recommendation. Those recommendations carry significantly more weight in the admissions process than recommendations which parents, guardians and students can access. The College Counseling Department strongly recommends that you waive your right to access.

In light of this, all students/parents/guardians requesting letters of recommendation must complete and return the waiver form below to the Counseling Department.

Waiver of Right to Access School/Teacher Letters of Recommendation

I request that school employee(s) at Highland Park High School complete a letter of recommendation(s) and/or other evaluations associated with my college application and/or scholarship. I authorize the release of student information in this letter and other application forms.

I do _____

do not _____ (check one)

waive my rights to examine or obtain a copy of the letter(s), rating sheets, and other evaluations.

Printed Name of Student

Student Signature

Date

IF THE STUDENT IS NOT YET EIGHTEEN YEARS OLD, THIS PORTION MUST ALSO BE COMPLETED:

As parents or guardians of _____, we authorize the school to release student information from our child's records in its letter(s) of recommendation and other evaluations. We do _____

do not _____ (check one)

waive our rights to examine or obtain a copy of the letter(s), rating sheets, and other evaluations.

Printed Name of Parent or Guardian

Printed Name of Parent or Guardian

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date