

1. **Teacher Evaluation Form:** The Teacher Evaluation Form is for the counselor's use only. **This form will not be sent to colleges!** The purpose of this form is to use the teacher's comments to enhance the overall counselor recommendation. Students are encouraged to submit this form to three teachers who know them well.
2. **College-Based Teacher Recommendation Forms:** If the college provides the student with a recommendation form, it is the student's responsibility to submit it to a teacher who will then complete the form and mail it directly to the college. The student must provide the teacher with an envelope and postage. Please allow a sufficient amount of time for the teacher to complete this task.
3. **Teacher Recommendation Letter:** Some schools will not provide the student with a recommendation form, yet require the student to submit a teacher recommendation. If this is the case, the student then must request a written recommendation letter from their chosen teacher. **Never** will the counselor submit the in-house Teacher Evaluation Form as part of this request.

ATTENTION ATHLETES

If you are a college bound athlete, please pick up a copy of the "Guide for College Bound Student Athletes" in the Guidance Office.

ATTENTION STUDENTS WITH DISABILITIES

Please see Mrs. Scanlon for our "College Planning for Students with Learning Disabilities."