



**JOHN RANDOLPH TUCKER HIGH SCHOOL**  
**School Counselor Recommendation & Secondary School Report Request**

**Instructions:** At least 10 business days before the first application deadline, complete this form and request your transcript online through Parchment. The recommendation will be attached to the transcript when sent via Parchment, so make sure you get this form turned in on time. **In order to help counselors, write their recommendation, please fill out and submit the green Student Self-Evaluation for Letter of Recommendation form.**

\*If the school has a Secondary School Report, please attach it to the counselor recommendation request or invite the counselor to submit the form online.

**NAME:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

**COUNSELOR:** \_\_\_\_\_ **STUDENT EMAIL:** \_\_\_\_\_

I understand that a letter of recommendation or recommendation form may be an educational record under FERPA which I/my child might have a right to review and inspect. *However, by requesting completion of this recommendation, I hereby waive my right of access to the letter written on my behalf/my child's behalf. By waiving this right, I understand that I may never have access to inspect or review the letter or form submitted on my/my child's behalf.* I understand that Henrico County Public Schools does not maintain copies of letters of recommendation or recommendation forms as part of a student's educational file.

*Any information I provide may be used by my counselor in his/her recommendation.*

**Student Signature:** \_\_\_\_\_

Name of College	Common App? (Yes or No)	Deadline	Counselor Recommendation	
1.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
2.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
3.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
4.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
5.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
6.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
7.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
8.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
9.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting
10.			<input type="checkbox"/> Requesting	<input type="checkbox"/> Not Requesting

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 FOR OFFICE USE ONLY

Request completed by the Tucker School Counselor on \_\_\_\_\_