



STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Guidance Department

Phone: (203) 341-1225

Fax: (203) 341-1235

Student Description Form

Instructions to students: Juniors are encouraged to distribute the *Student Description Form* to a few current or former teachers, coaches, club advisors, employers, etc. Students complete Section I only. This form is not sent to colleges and is merely an aid for the school counselor. **This form is not a substitution for the teacher letters of recommendation.**

Section I – (to be completed by student)

Student: _____ Student's School Counselor: _____

Teacher/Reference: _____ Class(es)/Activity: _____

Section II – (to be completed by teacher/reference)

Instructions to teachers: The *Student Description Form* provides helpful information to the school counselor for the student's letter of recommendation about their performance in your class or activity. Please complete the questions below in a few short sentences.

- 1.) How long have you known this student and in what capacity?

- 2.) Please describe this student in one adjective and share an example or anecdote that comes to mind.

- 3.) Is there something special you would like us to know about this student (for example: communication skills, willingness to take risks, leadership style, motivation, or any notable talents or abilities)?

Teacher/Reference Signature: _____ Date: _____

Teacher/Reference email address: _____

Please return this form to: Susan Fugitt
SHS Guidance Department
70 North Avenue
Westport, CT 06880

or by email to: sfugitt@westport.k12.ct.us