

Teacher: _____

SUBMIT BY 9-30-16

WALPOLE HIGH SCHOOL
TEACHER COMMENT
Request Form

TO THE STUDENT: Fill in the information below and give this form, in person, to no more than three teachers.

Student name: _____
Last First Middle

Counselor: Dolan O'Toole Vigneau Wilson Doran

Note class(es) you have taken with this teacher (include level and class year taken):

TO THE TEACHER:

1. Login to Naviance
<http://workspace.naviance.com>
(Account: Walpole*)
2. Click "Find students" and select student
3. Under "Quick Links" click "add journal entry"
4. Select student's counselor
5. For "Share with:" check "counselors"
6. In the Subject box, enter name of class
7. In the Notes box, please include
 - a. Any awards given to the student
 - b. Adjectives you would use to describe this student
 - c. Brief commentary
8. Scroll down and click "Add Journal Entry"

The screenshot shows the Naviance 'Add Journal Entry' form. On the left, there are 'Quick Links' and 'Change Student' sections. The main form fields are: Date/Time (01/05/2015, 2:38 PM), Counselor (Lisa Conley), Folder (select folder), Share with (counselors checked), Type (N/A), Subject (Jr English CP1), and Notes (Classroom Performance Award, Clever, fun, open-minded, Jane is a strong performer...). Numbered callouts point to: 1. Quick Links; 2. Counselor dropdown; 3. Subject field; 4. Share with section; 5. Subject field; 6. Notes field; 7. Notes field.

* Most usernames are first initial last name (e.g., msmith). Passwords are set by you. Please see one of the counselors if you forget your login and password information.