

Letter of Recommendation – REQUIRED Counselor Form

Many colleges require a counselor letter of recommendation, and counselors have a mandatory section on your Common App. We are happy to write letters of recommendation, but we **REQUIRE** the following questionnaire be filled out by the student to write a quality letter for you!

- You need to provide your counselor with **2 school weeks (10 business days)** to write your letter (weeks we are in school). The attached form should be turned in as soon as you invite your counselor on the Common App.
- If you have a **January 1st** deadline, please return the forms by **December 1st**. We are not available to write letters or do Common Apps over winter break.
- **SAT/ACT/AP test scores** must be sent directly from the testing company to your college choices. This is a STUDENT’S RESPONSIBILITY. Do this online at www.collegeboard.com and/or www.actstudent.org
- **Any time an educator writes you a letter of recommendation you should follow up with a thank you letter to them.** The writing of a recommendation letter is usually done by educators during non-school hours. They write letters because they want their students to shine; you acknowledging your appreciation is recommended.

Hint: *It is recommended you sign the “Waiver of Access” if there is one on your application. Colleges prefer this because it is the only way that they know my evaluation/letter is objective. Your application will carry more weight this way.*

Getting your paperwork turned into your counselor in a timely manner gives us more time to write the best recommendation for YOU!

Name _____ Date _____

1. Please list all Athletics, Clubs, Leadership Positions, Awards, Outstanding Achievements:
2. Please list Activities Outside of School, Community Service, Volunteer Positions, and Employment:
3. What words would your friends use to describe you?
4. What words would your teachers use to describe you?
5. What words would your parents use to describe you?
6. Describe at least two experiences that have had the greatest impact on your life or accomplishments you are most proud (academic, athletic, creative, community, etc.)

