



Counselor Recommendation Packet

Many colleges and universities require letters of recommendation and/or school reports as part of your college application, honors program placement, or scholarship consideration. Letters containing well-documented evidence of your personal, academic, and social strengths are most helpful to readers seeking information not already provided on the transcript or standardized test scores. We use the information provided by you, your parents, and your teachers to formulate this report. Your attention to detail and willingness to offer stories, anecdotes and examples are essential to the process.

**If you need letters of recommendation from teachers, you will need to see them individually. The counselor recommendation packet does not serve that purpose.

The following steps are necessary to complete the packet process.

- Determine whether or not your college, program or scholarship requires a counselor recommendation.
- If you choose to request input from one of your teachers, complete the top part of the teacher report and provide it to the high school teachers of your choosing. The teachers will return the form to the counselor. Please list the name here.
- Turn your completed packet in to your counselor at least 2 weeks prior to the date you need the letter mailed or submitted electronically. The following items should be included;
 - 1. Page 1 of the Packet completed and signed by parent and student
 - 2. Updated resume
 - 3. Detailed responses to 3 of the prompts provided on page two
 - 4. Parent responses with examples.
 - 5. List of colleges or other recipients and accompanying due date form. (This may be amended at any time)
 - 6. Any accompanying forms required by the college or university
 - 7. Any special instructions (college id #'s etc...)
 - **Include a stamped, addressed envelope if the letter is to be mailed separate from a transcript

Nickname	CUSD ID	Date of Birtl	h	Cell Pl	none
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below. Parent signatures	are required as well. test scores, grade point a hip committees.	verage and transcript	data to be	submitted to co	olleges,

COLLEGE/SCHOLARSHIP LIST

NAME	STUDENT #	DATE SUBMITTED
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Fill in the name of each college/university or scholarship for which you would like a recommendation. **Check** each column item you want your counselor to complete: the Secondary School Report, the letter of recommendation, and / or the Mid-year Report. Write the due date or deadline for each college/university/ scholarship. The two dates completed, and the admission status columns are for counselor use only. Please leave them blank. You do not need to list a due date for the Mid-year Report. That form will be sent as soon as first semester grades are posted in January.

	SECONDARY					
	SCHOOL REPORT					
COLLEGE/UNIVERSITY	(YES,			DATE	MID YEAR	DATE
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SCHOLARSHIP NAME	ATTACHED)(NO)	LETTER	DUE DATE	COMP.	REPORT	COMP.
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Student Prompts

College representatives report that their favorite letters are those that tell stories. Help us tell your story by responding to **three** of the following topics or questions as thoroughly and honestly as possible through anecdotes, and specific examples. Highlight characteristics and aspects of your personality not addressed elsewhere in your application. Strive for clarity, authenticity, and creativity. Typewritten responses are appreciated.

- 1. Discuss a book that you have found to be particularly meaningful. Describe its impact on your perspective, habits, relationships, or goals.
- 2. What is your favorite quote? Why?
- 3. Describe your contributions to the learning environment, social atmosphere, or overall climate at Basha High School. Your response should include supporting evidence.
- 4. Identify a personal struggle, conflict, or challenge. Describe your role in the conflict, what steps you took (are taking) to find resolution and how the experience has transformed you.
- 5. Describe your family. How have relationships with your parents or siblings contributed to your personality or perspective. Provide at least two examples to illustrate your descriptions.
- 6. What are you like in class? Provide examples of specific projects or assignments that support your description.
- 7. Describe your favorite class. What impact has it had on you?
- 8. Describe your involvement in an extra-curricular activity, club, or organization. Highlight any leadership positions and the specific tasks you have originated, organized, or completed.
- 9. Discuss a time when you believe that your personal integrity or character was challenged. What was your response? What do you wish you had done differently? Have your values/opinions changed as a result? How?
- 10. Describe any extenuating circumstances that might have affected your academic record, school performance or social development.
- 11. Describe the person you hope to be in ten years. How will you make that a reality?
- 12. What is something that you believe a college admission representative should know about you? Why?

See sheets at back of packet to complete this portion if unable to type & print them

Parent Prompts

Please assist us in creating a well-documented report of the personal, social, and academic attributes of your son or daughter by responding to the following. Provide stories, anecdotes, and specific examples whenever possible. This is the perfect time to brag!

- 1. Describe a time when your son or daughter faced adversity. Describe his or her response, insight or lessons learned?
- 2. What has the educational experience been like for your son or daughter? Describe hurdles, challenges, and successes.
- 3. Describe a time when your son or daughter demonstrated independence, responsibility and/or leadership.
- 4. Which of your son or daughter's personal characteristics do you hope to be highlighted in the recommendation letter? Please provide details to support their inclusion.
 - **See sheets at back of packet to complete this portion if unable to type & print them**

Resume

*Please provide a copy of your resume which includes extra-curricular activities, volunteer work, employment, offices held, and honors earned since entering ninth grade. Do not use acronyms or abbreviations.

(OPTIONAL) Teacher Report to Counselor (If you think it would benefit you)

To be completed by student: Student Name_____TeacherName_____ Subject______ Semester and Class Period ______ Prospective major _____ What do you remember most about this class? Which assignment or project best represents your ability, talent, or achievement_____ Please return to _____ _____ no later than _____ (counselor name) (date needed by counselor) *** The student will not see this evaluation*** To be completed by teacher: Many college admissions departments and scholarship committees require a school report or counselor recommendation to accompany applications. Please assist us with the academic piece to this student's profile by offering classroom anecdotes, specific examples of achievement or participation, and comments regarding the student's personality as it pertains to his or her classroom contributions. If you believe that you will be unable to supply a report by the deadline indicated, please inform the student so that another teacher can be selected. You may write your comments below or submit them via e-mail to the appropriate counselor. Thank you for your time and consideration.

Date received by counselor_____

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