



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**

Full Legal Name _____
 Nickname _____ CUSD ID _____ Date of Birth _____ Cell Phone _____
 _____ Home Phone _____ E-mail Address _____
 _____ Street _____
 Address _____ City _____ State _____ ZIP Code _____

All college recommendations are confidential. Please indicate your agreement to the following terms by signing below. Parent signatures are required as well.

- I give my permission for test scores, grade point average and transcript data to be submitted to colleges, universities, and scholarship committees.

Student Signature _____ Date _____ Parent Signature _____ Date _____
 ***** Date Received by Counselor _____ First Due Date _____

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.

Student Prompts

1.

2.

3.
