



Counselor Recommendation Request Form

Complete the checklist below and **submit in person to the counselor** you are requesting a recommendation from by a **minimum of 2 weeks prior to the deadline**. Recommendations may take longer than 2 weeks depending upon the amount of requests a counselor has received so plan ahead and ask your counselor well in advance. **Take Note: Recommendations are confidential** and will only be submitted directly to the college or scholarship organization or in a sealed envelope when picked up by the student.* If students require additional recommendations after submitting this form, then students must schedule to meet with the counselor to add requests to the table below.

- Complete pages 1 and 2 of this form
- Attach a resume or brag sheet
- Attach a personal statement (draft form ok)
- Update your "Colleges I'm Applying To List" and "Game Plan" on Naviance (Seniors Only)
- Update your "My Careers" and "Colleges I'm Thinking About" lists on Naviance (Grades 9-11)
- For recommendations that must be mailed by the counselor, provide a stamped envelope addressed to the college or scholarship organization.
- For electronic recommendations, provide the website, email address, fax number, or other instructions below.

Date submitted to counselor: _____ Current GPA: _____ Cumulative GPA: _____

Student Name: _____

Student Phone: _____ Student email: _____

Intended college major of study or future career: _____

List 2 teachers who are writing your letters or recommendation:

1. _____ 2. _____

List the teachers in your schedule this year whom you are not asking for letters of recommendation (counselor may ask for their input to add more to the counselor recommendation, "Teachers describe him/her as"):

*I request recommendations for the following colleges and/or scholarships:

College/Scholarship Name	Deadline	Method of Submission: Letter, Form, Online, Common App, Email, or other instructions.	Date Counselor Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Complete the questionnaire below. If your personal statement already answers a question, then just write "in my statement."

1. Describe why you have applied for this opportunity (college, scholarship, job, post-high program, etc.). How does it relate to your interests, experiences, and goals?

2. What are 3 positive adjectives would you use to describe yourself? Provide examples for why you chose each adjective.

3. Explain your most significant accomplishment or activity, either academic or personal.

4. Describe a challenge you had, how you overcame it, and what you learned from it. Or describe a weakness you have now and what your plans are for improvement.

5. Describe how events or people in your academic and/or personal life have affected your performance in school, either positively or negatively.

6. Is there any additional information you want your counselor to know or highlight about you in your recommendation (Special circumstances, talent, skill, or personal situation)?