



# COUNSELOR LETTER OF RECOMMENDATION REQUEST

Student Name \_\_\_\_\_ Student ID#: \_\_\_\_\_

If you are requesting a recommendation from a teacher or counselor, please observe the following procedures.

1. Email your counselor requesting a letter of recommendation.
2. Fill out the attached Letter of Recommendation Questions. (page 3)
3. It is imperative that you give your counselor **AT LEAST 2 weeks notice** to complete a letter of recommendation. *These two weeks do not include non-working days such as Winter Break.* Failure to do so may result in your letter being done late.
4. Turn in this Letter of Recommendation Request, Student brag sheet, and Parent brag sheet when you are finished.
5. Attach a **resume or list of extracurricular activities/volunteer service.**
6. Attach any **personal essays/personal insight questions** that you have already completed.
7. Be mindful of your deadlines, they are **YOUR** responsibility.

I am aware that my counselor requires at least two weeks notice to complete my request. *If this request is submitted with less than two weeks to complete, please attach your explanation.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Counselor Use Only

Date Received: \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Completed: \_\_\_\_\_



# INSTITUTIONS REQUESTING LETTERS OF RECOMMENDATION

**Note:** The CSU's and UC's do not require letters of recommendations. If you are applying via the Common App be sure to follow their guidelines and procedures.

<b>Institution Name</b> College or University	<b>Application Deadline</b>	<b>Application Process</b> ( <i>Early Action, Early Decision, or Regular</i> ) Select One.
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>EA</b> <input type="checkbox"/> <b>ED</b> <input type="checkbox"/> <b>Regular</b>



# STUDENT BRAG SHEET

We believe that you should have a certain amount of input into the letters of recommendation that we write to colleges and universities on your behalf. Therefore, we are asking for your perceptions of your educational and personal growth.

Please **type the answers** of the following questions and attach it to this packet. The information you provide will be used in your letters of recommendation for college. Remember the quality of information provided will directly affect the quality of your letters of recommendation.

1. What is your intended major? What are your potential career aspirations?
2. What is your most meaningful extracurricular experience, and why?
3. How have you demonstrated leadership skills?
4. Which courses have motivated you and why? How would a teacher describe you as a student in their classroom? Give examples.
5. What is your proudest academic accomplishment?
6. Are there any especially positive experiences that have shaped you as a student?
7. Describe your hobbies and talents.
8. What are 3 personality qualities you like best about yourself? Give a brief description of each one.
9. What is your proudest personal accomplishment?
10. During high school, were there any life circumstances or challenges that affected you academically?
11. How have you overcome adversity during high school?
12. What has been your greatest contribution to Sonora High School?
13. What do you think people would be surprised to learn about you?
14. Is there any other information you would like to share with your counselor in order that they make an accurate appraisal of you to colleges and universities?

*I give my counselor permission to use this information when writing any letters of recommendation.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT BRAG SHEET

We believe that you should have a certain amount of input into the letters of recommendation that we write to colleges and universities on your student's behalf. Therefore, we are asking for your perceptions of your student's educational and personal growth, personality, and accomplishments.

**Please respond to the following questions.** If your comments do not fit into the spaces provided, you may use a separate sheet of paper.

1. What do you consider to be your student's outstanding accomplishments during high school and why?
  
  
  
  
  
  
  
  
  
  
2. In what areas has your student shown the most development and growth during high school?
  
  
  
  
  
  
  
  
  
  
3. What do you consider to be their outstanding personality traits?
  
  
  
  
  
  
  
  
  
  
4. If you had to describe your student in five adjectives, what would they be?
  
  
  
  
  
  
  
  
  
  
5. Are there any unusual or personal circumstances that have affected your student's educational and personal experiences?

*I give my student's counselor permission to use this information when writing any letters of recommendation.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_