

Instructions for Requesting a Letter of Recommendation from your Counselor

Deadline: December 4 or two working weeks before Deadline

(Scholarship letters may be shorter or have different forms – please talk with counselor)

Read and Follow all Instructions:

First, complete your pink College Recommendation Biography form. This questionnaire is designed to assist your counselor in developing an effective letter of recommendation for you. Your **thorough** and **honest** responses will make a difference in the letter they write.

Second, order transcripts (if required) for each college, using the turquoise request form at the counseling desk. List the name of each college (address not required) and bracket the list, printing: "Please give to _____" (name of your counselor). We will send them along with our recommendation.

A. For your counselor, you will need the following:

1. one letter sized manila file folder
2. a large envelope only if the college requires forms be sent flat (not folded)
3. in one small Ziploc bag, provide **two First –Class stamps per college**
4. A "Counselor Recommendation" or "Secondary School Report" form for each college. (Your teacher will need the "Teacher Recommendation" form – give them a note about a specific strength or contribution you made in class) Colleges may accept the Common Application (see www.commonapp.org for a list of Colleges). Give the counselor only **one** common application counselor form... we make copies. If your college does not accept the Common Application, you must go to the college's website, find the form and download it.
5. For USC, please be sure you obtain the identification bar codes – give your counselor at least four of these bar codes.
6. a copy of your UC and private school essays

Note: Do not include the midyear reports at this time – please save them and give to the registrar with one stamp and a request for midyear transcript for EACH college shortly after first semester ends. If you have performed significant activities, attach a note.

B. Once you have the materials, please

1. complete all personal information on the Counselor Recc/School Report form. This includes your name, address, school, CEEB/ACT code (053252), and usually a list of all the classes you will take first and second semester. Please print neatly.
2. make sure you have due dates listed on the Pink Biography for each private college
3. **Be sure to sign the Counselor Recc form assuring confidentiality, if you agree..**
This usually means that as counselors we are being totally honest with our recommendations, which admissions officers prefer. Discuss with your counselor.

C. Now that you have all materials completed and gathered,

place all materials in the folder, assuring you have included and completed items in #A above – keep copies for yourself.

D. Make an appointment with your counselor – some counselors prefer an hour long appointment once all of these are complete to "interview" you. Others are happy with this information "as is" if done well. Please ask each one about their preference before making an appointment.