



2026-2027 Request Form for a Counselor Letter of Recommendation

Student Name: _____

Due Date for Letter of Recommendation: _____

Instructions:

1. Have your parent fill out a Parent Brag Sheet online. Email Mrs. Schermerhorn for the link. (Only do this IF you need a Counselor Recommendation. Confirm that you need a Counselor rec first!)
2. Fill out this form COMPLETELY. Your recommendation will be written by the Guidance Counselors or the College Counselor. Giving us more information helps us write a better recommendation.
3. Please come see Mrs. Schermerhorn IN PERSON to ask for a Counselor letter. Hand in this form and a high school activities resume. Once we have this form, we will put you on our list of letters to write.
4. Please turn in this form to the Counseling Office by Sept. 4th. This is the priority deadline in order to have your recommendation sent by Nov. 1st.
5. If your deadline is later in the year, this form must be turned in to Mrs. Schermerhorn at least 30 days before the letter is due.
6. You do NOT enter this Counselor letter request on Naviance (you still do request TEACHER letters on Naviance.)
7. Please check back with Mrs. Schermerhorn a week before your deadline to be sure that your letter has been completed.

Is this for a College Application or Scholarship Application? _____

If it is a College Application, are you applying with the Common App or directly to the school? _____

If it is for a **Scholarship** Application, please answer these questions***:

- Who should this letter be addressed to: _____
- Address: _____

- Website: _____
- Email Address: _____

***This is important. Make sure you have included where the Counselor Letter is supposed to be sent and what the scholarship is about. These letters are confidential and will not be given to the student. If this is an issue for a specific scholarship, please contact Mrs. Schermerhorn with the scholarship information.

Please fill this form out thoroughly. These answers should go beyond your resume and transcript and help the counselor better describe your intangible characteristics. ***Please try to vary your responses somewhat compared to what you shared with your teachers. This will make our letters more interesting.

1. Please list 5 words that describe your character/personality/motivation. Give an *example* of a time when you have displayed one or more of the qualities.
2. What are some of your long-term academic goals and what do you intend to study? What has sparked this interest? Have you had any experiences that helped point you in this direction?
3. Be sure to list all of your activities on the back or include a resume. Please share what activities (sports, music, theater, service) have meant the most to you? These can be at school or in the community. How did these activities help shape you?
4. Do you work now or have you worked in the past? How has this job helped you learn responsibility?

5. Have there been any extenuating circumstances that you have experienced through high school that you would like me to share with colleges (ie financial, family, learning disability)? Are you a first generation student?
6. What is your motivation and approach to your studies in general? How have your habits improved over the years to help you become more successful?
7. What else would you like Admissions or Scholarship committees to know about you as a person? Is there anything you would like me to emphasize or highlight in your letter?
8. How did you help make St. James a better place during your high school years?

9. What colleges are you applying to and what do you find interesting/attractive about each one?

10. Scholarship Letters of Recommendation only – What is the focus of the organization offering the scholarship? (Example: Leadership, service, music). If the student has to write an essay, what is the prompt?

BE SURE TO ALSO ATTACH A HIGH SCHOOL ACTIVITIES RESUME.