

GEHS - Letter of Recommendation Packet

Complete all portions of this form - All items must be attached prior to submitting this packet.

Student Name _____

E-Mail _____

Mother's Name _____

Occupation _____

Father's Name _____

Occupation _____

Intended college majors or areas of study:

Colleges you have selected for application (fill out completely – include due dates under appropriate column)

School Name	Decision Type	Due Date	Counselor Letter Y/N	Common App/Coalition?

List two GEHS Teachers who know you well: _____

List college admissions test scores: ACT: _____ SAT: _____

TEST SCORES – it is your responsibility to send official admission exam score reports to each university/college. Gibson Ek does not send them. Pay attention to what each school requires, order directly from testing company.

I, _____, give the following GEHS staff members _____ permission to disclose information regarding my academics and progress while at Gibson Ek High School as part of the letter of recommendation and college admission process. I waive my right of access to review the completed background forms and recommendations written. I understand that these items will be sent directly to the colleges, scholarships, or other programs either through secured online sites, email or sealed envelopes. These letters will be kept confidential per the Family Educational Rights and Privacy Act (FERPA).

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

Counselor Letter of Recommendation Form

1. **Rate yourself** – compared to other students (place an X in the box which best describes you) and explain why below. This matches the information that we have to complete on your school report form in Common Application.

	Below Average	Average	Good/Above Average	Excellent/Top 10%	Outstanding/Top 5%
Academic Achievement					
Extracurricular Accomplishments					
Personal Qualities & Character					
Overall					

My **academic achievement** is rated _____ because:

My **extracurricular accomplishments** are rated _____ because:

My **personal qualities and character** are rated _____ because:

2. What **strengths** and **experiences** make you who you are and **different from other applicants**?

3. Provide two words my counselor could use to describe me to colleges and why.

4. On a separate sheet of paper type your answers to three of the following questions. Keep in mind the more detailed your answers the more personalized our letters of recommendation can be!

1. What aspect of your high school years have you enjoyed the most and why?
2. Tell me about one significant activity (may include community service, athletics, or volunteering) that you have been involved in. What was your role in the activity and what impact has it had on you?
3. Why should college admissions choose you over another candidate? What makes you special and different? What will you add to their campus? (Examples may include academics, activities, travel, athletics, hobbies, your personality, work experiences, etc. but you must give a detailed explanation of the area you pick.)
4. What aspect of your academic experience would you wish to have pointed out as strength? Why?
5. Describe any circumstances that might have affected your school performance, positive or negative.

Attach to this packet:

- The typed answers to three questions from #4
- Your completed resume
- Your college admission essay, personal statement or short question answers (even if not final draft)
- **(optional)** Family Brag Sheet

Important Information:

- ❏ **COMMON APPLICATION** – it is your responsibility to invite your school counselor using their accurate, district email address. *Your packet must be completed prior to your counselor beginning to work on your recommendation.*

I invited my counselor by email on: _____

Student initials: _____

- ❏ *Submit your Recommendation Packet to your counselor no later than 10 school days prior to your first deadline.*

GEHS Family Brag Sheet – OPTIONAL

STUDENT NAME: _____

YOUR NAME: _____

RELATION: _____

We know that parents/guardians/ family members have their own unique history and perspective on students. If you have something you would like to share about your student, please take a few minutes to answer the following questions about your son/daughter/family member. We appreciate your input as your student's last year of high school gets underway.

Please note: *This sheet is both optional and informal – we do not want anyone to be concerned with spelling or grammar. This is simply another way for us to get to know and understand your student.*

1. Most often, we see this young person as a student within the school environment; please share something significant about them that we would likely not see in school.

2. What would you describe as their strengths? How do these strengths show up in your household or day-to-day life?

3. As we write our letters, is there anything you would like us to know or consider about this student?