

Some of your college applications will require a letter of recommendation from your counselor. This letter must come from your current alpha counselor. Please keep the following in mind when requesting a counselor rec letter:

1. Counselors are only able to write you a letter of recommendation if a counselor recommendation is required by the college you're applying for due to the volume of requests we receive. If a counselor rec letter is not required, be sure to ask a teacher who knows you well and is willing to write a letter on your behalf.
2. You must WAIVE YOUR FERPA RIGHTS or we will be unable to write you a letter. This means that you are waiving your rights to read your rec letter. If you do not waive it, the college does not put much stock into it, so there is no point in writing it. Keep in mind that once you select that you do not want to waive your FERPA rights, you cannot go back and change your selection.
3. ApplyTexas applications generally do not require a counselor rec letter, nor does the Coalition by Scoir App. In most cases, counselor rec letters are required through many Common App colleges. Before we will begin writing your recommendation letter, you will need to send your counselor an invitation to collaborate on your application via Common App (or other required method).
4. If your rec letter must be mailed, please plan to bring a pre-addressed, stamped envelope to your counselor in advance.
5. Keep in mind that colleges do not expect to receive all the pieces of your application at once. You can submit your part of the application before your counselor completes your rec letter (and before your transcript is sent, etc.). They are used to the different components arriving at different times. As long as they receive everything by their deadline, they will add it to your file when they receive it.
6. Counselors will write and submit required letters of recommendation based on college deadlines. Counselors will also consider letters of recommendation in the order they were received. Please be patient with this process. We will ensure your required recommendation is submitted by each college's deadline.
7. You can request a counselor letter of recommendation by completing this google form. Make sure you are thorough when filling out the form. Essentially, what you type will populate into a document, and your counselor will use your words in the rec letter. Our number one goal is to advocate for you, so please take the time to help us with this. If you are brief with your responses, your recommendation letter will reflect that as, again, we are using your words to form the bulk of your letter.

The counselor letter of recommendation form can also be found on the [MHS Senior Smore](#) (be sure to bookmark this site if you haven't already!) and will be posted to the counseling page of the MHS website in the near future. This form is not for teacher recommendations.