

Counselor Letter of Recommendation Requests

Required for Scholarships/Common Application/College School Report

Read these instructions carefully. Ask an assistant in the counseling office for clarification of any step you do not understand or about which you need more information.

Most colleges **DO NOT** require a letter of recommendation. But if you are applying to a Common App school, or scholarship then you will probably want your counselor to write a letter. Please read your college and scholarship applications carefully and follow the instructions just as requested. Make sure you **meet all the deadlines**. Allow teachers and counselors plenty of time to complete the process (**at least three weeks!**).

AFTER YOU HAVE ASCERTAINED THE NEED FOR A COUNSELOR LETTER OF RECOMMENDATION:

- Complete the **Letter of Recommendation Information** form. This information provides your counselor with personal information, highlighting your distinctive characteristics. Your letter of recommendation may include quotes from this form-so be sure to put some thought into your answers. College admissions committees, scholarship committees, or prospective employers gain valuable knowledge of your strengths through our letters.
- Have your parents or guardians complete the **Brag Sheet**. If you have a typed resume, you can also attach it to your packet.
- Distribute at least three **Teacher's Evaluation** forms to faculty members whom you feel will give you high marks in the majority of the categories listed and provide anecdotal information on the back. Be sure to include the counselor name and allow the teacher at least two weeks to return completed evaluation to the counselor. Remind your evaluators that the anecdotal information is extremely important. Counselors use this information in quotes to provide personal insight into your character. Faculty members should return the form directly to your counselor.
- Once you complete your portion and the parent portion of the packet, then bring the packet directly to your assigned counselor. If your counselor is not available, hand your complete packet to a counselor assistant.

Counselor Name	Alpha Split	Email	Office Number
LeKeitha Johnson	A - F	ljohnson@galenaparkisd.com	832-386-4125
Andrea Jones	G - N	ajones1@galenaparkisd.com	832-386-4127
Felicia Oliver	O - Z	foliver@galenaparkisd.com	832-386-4109

Counselor Name	Alpha Split	Email	Office Number
Tabitha Sapien	A - F	tsapien@galenaparkisd.com	832-386-4790
Pamela Wallace	G - N	pwallace@galenaparkisd.com	832-386-4150
Sherronda Galloway	O - Z	sgalloway@galenaparkisd.com	832-386-4107

- **Request Transcript** using NSSH>STUDENT>Transcript Request after you have applied.

YOU MUST ALLOW THE COUNSELOR A MINIMUM OF THREE WEEKS BEFORE THE DEADLINE TO WRITE YOUR LETTER OF RECOMMENDATION

- **If you complete a paper application (primarily for scholarships):**

Paper clip the completed letter of recommendation packet, paper application and deliver contents to your counselor. However, you still must request a transcript through NSSH>STUDENT>Transcript. After teachers return their evaluations, the counselor will write the letter of recommendation for you to include in your packet. Be sure to have a stamped envelope that is already addressed!

Letter of Recommendation Information

Student Name: _____ Date: _____

Class Rank: _____ of _____

1. List competitions and awards you have won, beginning with 12th grade and working backward.

<u>Award</u>	<u>Date</u>	<u>Award</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List your club and organization memberships-both in and out of school, including school, community, and church activities.

<u>Name of Organization</u>	<u>Office Held or Activity Performed</u>
_____	_____
_____	_____
_____	_____

3. List your work experience.

Employer

Duties and Responsibilities

Dates: ____ to ____

Dates: ____ to ____

Dates: ____ to ____

4. Describe Yourself. What are your strengths? How did you develop them?

5. Are there any extenuating circumstances that have affected your academic performance?

6. What is your favorite quote? Why?

7. What is the most important thing I should say about you?

PARENT “BRAG SHEET” FOR COLLEGE RECOMMENDATION

Name of Student: _____

1. In what developmental areas has your child shown the most growth during the past several years?
2. What do you consider to be your child's outstanding personality traits?
3. Are there any unusual and/or personal circumstances (negative or positive) that have affected your child's academic performance or growth process?

Counselor

Parent Signature

TEACHER EVALUATION

_____ is requesting a counselor letter of recommendation.
 Please assist me by checking the list below and adding anecdotal remarks to the back of this form describing the student's strengths and skills. Please return to the counselor **within 3-4 weeks, before the due date of application**. Thanks!

Characteristics	Exceptional	Outstanding	Excellent	Above Average	Average or Below	No basis to judge
Intellectual ability						
Academic motivation						
Academic creativity						
Academic achievement						
Personal initiative						
Critical thinking						
Potential for college success						

Leadership						
Independent decisions						
Self confidence						
Respected by peers						
Open-mindedness						
Integrity						

How would you compare the applicant to his or her entire class?

Please check the single most appropriate box.

Characteristics	Exceptional	Outstanding	Excellent	Above Average	Average or Below	No basis to judge
Academics						
Character						
Overall						

Describe this applicant's principle strength(s).

Please include any other relevant information (positive or negative).

Faculty/Staff Member

Date

Counselor

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Leadership						

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Faculty/Staff Member

Date

Counselor