

COUNSELOR RECOMMENDATION INFORMATION FORM

*Please complete this form as thoroughly as possible.
Return to the School Counseling Administrative Asst: Ms. Martin.*

Name: _____ Date: _____ School Counselor: _____

Names and ages of siblings: _____

Any colleges attended by older siblings: _____

Any colleges attended by parent(s): _____

Parent's Occupations (*to help determine possible scholarship opportunities*) _____

Colleges you are considering: _____

College majors you are considering: _____

Have you ever lived in any other part of the U.S. or a foreign country? If so where and for how long? _____

What are the first words that come to mind to describe yourself? _____

How do you rate yourself in the areas listed below?

	Below Avg	Average	Good	Excellent Top 10%	Truly Outstanding
Motivation					
Creative qualities					
Self-discipline					
Growth Potential					
Leadership					
Self –confidence					
Warmth of Personality					
Sense of humor					
Concern for others					
Energy					
Personal Initiative					
Reaction to setbacks					

Please use the chart below to ascertain the latest date your FERPA Waiver, Counselor Recommendation Form, resume and transcript requests MUST be submitted to the School Counseling Dept.

College Application Deadline:

October 15, 2026
November 1, 2026
November 15, 2026
December 1, 2026
December 15, 2026
January 1, 2027

Submit Forms to your School Counselor by:

Friday, September 25, 2026
Friday, October 9, 2026
Friday, October 23, 2026
Monday, November 2, 2026
Monday, November 16, 2026
Friday, December 4, 2026
(due to holidays)

If you have a college application deadline earlier than October 15th, please contact your School Counselor ASAP to arrange a specific internal deadline for your college application situation.

In addition to the previous information, please continue to the other side as the following provides an excellent source of information for your counselor to use in the preparation of a letter of reference.

***In a separate word document, please provide thoughtful answers to these questions.
Be sure to include your first and last names on the document.***

1. **Positive Qualities:** *Choose one or two positive qualities about you as a person that a college or school should know! List these and give examples of how these qualities make you special/unique.*
2. **Life Experiences:** *What “life experiences” have you had that set you apart from others?*
3. **Influences:** *Who/what has had the greatest influence in determining the person you have become, and how does that influence/manifest itself?*
4. **Goals:** *Where do you see yourself in 10 years?*
5. What **extracurricular activity** have you enjoyed the most? Describe a contribution you have made to an extracurricular group or activity.
6. If you have a **vocational or career choice** (definite or tentative) please name it and comment on any particular experiences, people, etc., that have influenced that choice.
7. **What are your strong areas? In what area have you improved?** Is there a weak area that you would like to improve? *(These can be academic, personal, social, etc)*
8. Is there anything on your transcript that **needs an explanation** which you would like me to reflect in my recommendation letter to colleges? For example, did your academic performance suffer in a particular class? Please explain why.
9. Is there **anything you would like highlighted** in a letter of recommendation, or anything you would like to add (For example, challenges or hardships you faced and overcame, special talents, unusual experiences)? Don't be modest!!!