

College Recommendation Packet

Student Name: _____

Student E-mail: _____

Student Phone Number: _____

Counselor Name: _____

Instructions for Completing this Packet:

- This packet assists your counselor in writing the best recommendation possible.
- Please be concise as well as honest, and have this **COMPLETED** packet back to your counselor **AT LEAST THREE WEEKS prior** to requesting a recommendation letter.
- Please write legibly and allow yourself enough time to do a good job. If your writing cannot be read, it will only slow down the process.
- You must take responsibility and the initiative for **YOUR** college applications and recommendations.
- The completed packet must include the following:
 - Parent Response
 - Activity Record
 - All questions answered and given to your counselor 3 weeks in advance

Transcript Request Form, Envelope with Stamps, and Secondary School Report also must be turned in to your counselor in order for a transcript to be sent to colleges.

Intended College Major(s):

Intended Career(s):

Why have you selected this major/career?

In order of preference, please list colleges you are considering.

1.
2.
3.
4.
5.
6.
7.
8.

Are you in the first generation of your family to attend college? Yes _____ No _____
The college definition of "first generation" is that you (or an older sibling) will be the first in your family to graduate from college.

SELF-ASSESSMENT

Please provide thoughtful answers to each of the following questions. It is important that you use anecdotal examples whenever possible. I will not be checking grammatical errors, etc. Please write legibly or, if you would rather type the information, please reference each question by number on your document. (If you email me, I will send you this packet.)

Thanks in advance for all of your hard work on the recommendation packet.

1. What three words best describe you, and why do you think they are good descriptors?
(Provide examples, anecdotes, etc.)

a.) _____

b.) _____

c.) _____

2. If you were writing your own recommendation, what personal information would you like to be included to show your uniqueness? (i.e. What personal qualities distinguish you from your peers?)

3. What are your personal strengths?

4. What are your academic strengths?

5. What are your “special” talents? (Can be in any area such as art, music, athletics, science, literature, mathematics, computer science, etc.)

6. What has been your favorite class in high school? Why?

7. How do you spend your free time?

8. What do you choose to learn on your own time? (What is your intellectual passion?)

9. What are your current career goals? Why? If unsure, what subjects do you hope to study in college? Why?

10. Describe an obstacle that has affected you, positively or negatively? How has overcoming this obstacle helped you to grow?

11. In what ways has your family influenced you personally and academically?

12. In reviewing your transcript is there anything you'd like to explain to colleges in order to put your grades or course selection in an appropriate context? If so, explain.

13. Of all the activities in which you have been involved during high school, which activity has been most important to you and why? (You may choose a school-affiliated program or an independent one.)

14. How have you contributed to the school or local community?

15. How have you shown evidence of leadership ability?

16. How have you demonstrated good character?

17. For each area, list what you believe to be your accomplishments (big or small). Explain why these are accomplishments:

a.) Academics

b.) Extra-curricular

c.) Social/Personal

18. Describe any work or volunteer experiences you have had. What did you “take” from the experience? How did you make a contribution – what did you “give” the experience?

19. Sometimes it is helpful to consult with teachers to supplement information you and your parents provide. Please list 3 teachers who you are NOT asking to write a letter of recommendation.

20. Please provide the name(s) of the teacher(s) who you have or will ask for a letter of recommendation:

Student Signature

Date

PARENT RESPONSE

Thank you in advance for your effort in completing this form. Your insights into your child are greatly appreciated. **Please feel free to use additional paper.**

Student Name: _____

1. Which of the colleges your child will be applying to do you think would be a good match for him or her? Why?

2. Are there any financial limitations that could impact where your student applies?

3. List three adjectives that best describe your student and provide examples.
 - a) _____

 - b) _____

 - c) _____

4. What are some of your child's accomplishments during the past three years?

5. If there are any unusual personal circumstances which have affected your child's educational experiences or personal development, please explain.

6. Please relate anecdotes that describe your student's strengths, accomplishments, preferences, work habits, goals, personality, etc. Feel free to use the back of this sheet as well as additional sheets.

Parent Signature

Date

ACTIVITY RECORD

Please don't assume that your counselor can identify an activity by its initials or that he/she knows what an activity entails. Be as specific as possible. You may use your own resume format, but make sure that it reflects the information asked for on this sheet. I will not send this form to colleges!

Grade Year	School, Community, Summer Activities	Hours/Week	Week/Year	Offices Held, Honors Won
Grade 9				
Grade 10				
Grade 11				
Grade 12				