

REQUEST FOR COUNSELOR RECOMMENDATION LETTER

To Student:

If you plan to apply to a college that requires a counselor recommendation, you must **complete and submit this form, the Student Self Evaluation, Parent Questionnaire and two LBSS Comment Forms to your counselor three weeks** before it is due to that school.

I have read and understand the information above. Attached is my completed packet. I request that a recommendation letter be written for me.

Student Signature: _____

Date submitted: _____

Students must submit the following items with this Request for Counselor Recommendation Letter (Appendix B) to your counselor three weeks before the college deadline:

- Student Self Evaluation and Parent Questionnaire (Appendix C)
- **Two** LBSS Comment Forms (Appendix D).

Counselors will use the Lake Braddock Secondary School Report Form. **NO RECOMMENDATION LETTER WILL BE WRITTEN UNLESS REQUESTED MATERIALS LISTED ABOVE ARE SUBMITTED.**

Additional Responsibilities of the Student

You are responsible for delivering and following up with two teachers of your choice about the LBSS Comment Forms. These requests should be given to your teacher in advance to allow them adequate time to complete and return to counselors as soon as possible.

Students must adhere to the current deadlines for transcript requests and recommendation letters posted in the HS Counseling Services Department and online.