

GUIDANCE COUNSELOR LETTER OF RECOMMENDATION REQUEST

Student Last name: _____ First: _____

Student ID#: _____ Grade: ____ Date of Birth: _____

READ, CHECK AND SIGN BELOW:

- If you are applying for a summer program/internship/scholarship that requires a recommendation letter from a guidance counselor, you must ask the recommender in person **at least 3 weeks in advance**.

- Make sure that you have read the institution’s application instructions. If the recommendation may be sent electronically or via mail, ask which your recommender prefers. If by mail, you must provide an addressed, stamped envelope.

- Submit the **Summer Program Recommendation Request** form for the program.

- You must complete your **resume** in Naviance under Family Connection, and attach a copy to this form.

- If an official transcript is required, you are responsible to request the transcript from the registrar. If an unofficial transcript is required, you must print one from your Infinite Campus account and send to the program.

If the program requests PSAT/SAT/ACT scores, you must attach a copy to this form.

I am requesting that recommendation letters be sent to the following programs. I waive my right to review the recommendation letters.

Student Signature: _____ Date: _____

Program Deadline	Name of Program	Office Use Only

SUMMER PROGRAM RECOMMENDATION REQUEST

Please complete and submit to your teacher/counselor for recommendation a MINIMUM of THREE to FOUR weeks before your deadline. Please limit this to one page. A resume MUST be attached to this form.

Last Name: _____ **ID#:** _____

First Name: _____

Grade level: _____ **Program/Internship Name:** _____

Program/Internship web address: _____

Deadline: _____ (Indicate if this deadline is a postmark or must be received by deadline)

1. Please briefly list/describe the program and/or criteria (i.e. looking for leadership, minimum GPA, etc.): _____
2. Why are you interested in this program? What are you hoping to gain from this experience? _____
3. Is there addition information I need to know about you or this experience? _____