

Name:

ID #:

Email:



**Request for a Counselor Letter of Recommendation Checklist**

Counselors will begin to work on your Letter of Recommendation request when **ALL** items listed below are complete. Packets need to be submitted by the 20 school days deadline in order to be processed and a letter be written. Deadline dates are listed on the following page, and will be strictly enforced. Where possible, you can type directly on this document.

**Step 1:** Check if colleges need a Letter of Recommendation from a School Counselor **D**

**Step 2:** List schools being applied to requiring a Letter of Recommendation

**Step 3:** Invite Counselor on Commonapp/SENDEdu/Coalition

**Step 4:** List Teachers writing Formal Letters of Recommendation (for institution) **D**

**Step 5:** 3-4 Informal Teacher Evaluation forms (aka goldenrods)

**Step 6:** Family background information

**Step 7:** Short Essays

**Step 8:** Outside Recommendation Form

**Step 9:** Parent Comment Form

**Step 10:** Activities and Awards Resume, including senior year

**Step 11:** A copy of your personal essay (draft is fine)

**Step 12:** Release of Information Form

| <b>Counselor</b> | <b>Student Alpha (Last Name)</b> | <b>Email</b>                        | <b>Voicemail 503-356-</b> |
|------------------|----------------------------------|-------------------------------------|---------------------------|
| Lisa Miosi       | A - De                           | Lisa_miosi@beaverton.k12.or.us      | 2970                      |
| Richard Arnold   | Df - Hur                         | richard_arnold@beaverton.k12.or.us  | 2972                      |
| Kainoa Sandberg  | Hus - Mes                        | daphne_sandberg@beaverton.k12.or.us | 2971                      |
| Allison Prosser  | Met - Sek                        | allison_prosser@beaverton.k12.or.us | 2973                      |
| David Frankler   | Sel - Z                          | david_frankle@beaverton.k12.or.us   | 2969                      |
|                  |                                  |                                     |                           |

## Step 1: Check if colleges need a Letter of Recommendation from a School Counselor

- **Double check to make sure your school requires a counselor recommendation, not all schools will require one.**
- State schools typically **DO NOT** require a counselor Letter of Recommendation, while private universities and colleges may.
- Private schools also typically ask for one or two teacher recommendation letters. Give teachers the same time courtesy that counselors require for letter writing.
- Be sure to look carefully at each school’s website for application requirements (what teachers they want to write for you, scholarship deadlines, “preferred” dates, SAT Subject tests required, etc.).
- Let your counselor know ASAP that you will be asking for a letter of recommendation.
- **OBSERVE ALL DEADLINES!** Counselors need a minimum of four weeks (20 school days) to review your academic record, short essay responses, teacher evaluations, and write a thoughtful letter of recommendation.
- **IT IS YOUR RESPONSIBILITY TO GET THINGS IN ON TIME.** No counselor will begin writing until all components of this packet are completed! (Note: holidays, weekends, budget reduction days, and staff development day are not parts of the four working weeks)

| College Application Deadline | Materials to Counselor |
|------------------------------|------------------------|
| October 15                   | September 9            |
| November 1                   | October 4              |
| November 15                  | October 16             |
| December 1                   | October 27             |
| December 15                  | November 14            |
| January 1                    | November 20            |

| College Application Deadline | Materials to Counselor |
|------------------------------|------------------------|
| January 15                   | December 4             |
| February 1                   | December 16            |
| February 15                  | January 20             |
| March 1                      | January 30             |
| March 15                     | February 14            |
|                              |                        |

## Step 2: List of Schools

If you are applying to a school requiring a School Counselor Letter of Recommendation, please use the on-line **Common Application, SENDedu, or Coalition** portal if it is an option. These platforms are admission applications accepted by many schools and can be used for multiple college applications. It will save you, your teachers, and your counselor many hours of time.

In addition to the application, many private schools require a supplement application. Be sure to make a calendar/spreadsheet with ALL deadlines recorded on it to track your progress.

### Please list below the school(s) you are applying to.

*(Note: SHS recommends 1-3 “reach” schools, 1-3 “competitive” schools, and 1-3 “safety” schools)*

|   | Name of College/University | Deadline | Application Type                                                                                                                                   | Counselor Letter Required                                |
|---|----------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8 |                            |          | <input type="checkbox"/> Common App <input type="checkbox"/> SENDedu<br><input type="checkbox"/> Coalition <input type="checkbox"/> University app | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Step 3: Invite Counselor on Commonapp/SENDEdu/Coalition

### Step 4: Formal Teacher Recommendation Letters

What teacher(s) will you be requesting a Formal Letter of Recommendation from? (Teacher/Subject)

1. \_\_\_\_\_ 2. \_\_\_\_\_

### Step 5: 3-4 Informal Teacher Evaluations Forms (aka goldenrods) *See back of packet for form*

What teacher(s) will you be requesting an Informal Evaluation from? (Teacher/Subject)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### Step 6: Family Background Information

Parent/Guardian name(s) with whom you are living with:

Did either of your parents attend college? Yes No

If yes, please list colleges: Father/Guardian

Mother/Guardian

Father's Occupation:

Employer:

Mother's Occupation:

Employer:

Number of children in your family and ages:

Are any family members in college now? How many?

What colleges are they attending?

Military History of Father:

Military history of Mother:

### Step 7: Short Essays

Thoughtfully craft answers to the following questions. Answer each question as if a school representative was interviewing you. Schools are looking for students who demonstrate strong character, evidence of leadership, along with other qualities and talents. What do you want a school to know about you? What differentiates you from other students? Why should a school feel confident that you would be academically motivated to achieve in college? Be authentic and honest.

- A. What is something you want me to highlight in your letter that you are not otherwise sharing or writing about?

B. Describe your most distinctive personality or behavioral quality and how that has shaped who you are.

C. What academic major or activities would you like to explore as a college student and why?

D. Over the last four years, what have you done that would make a college feel you would be motivated to take advantage of the opportunities available at their school?  
Be specific - tie your answer to your interests, work habits, and life goals.

E. Describe how you have demonstrated strong character (e.g. integrity, independence, loyalty, citizenship, self-discipline, willingness to work hard, kindness, commitment to high ideals, and/or care for others).

F. Do you have a special talent or originality in any specific field such as art, music, sport, science, literature, or mathematics? Please describe your experience/involvement.

G. What has been your biggest challenge in life and how did you overcome it? Or, what was the most difficult decision you have had to make?

|                                            |
|--------------------------------------------|
| <b>STEP 8: Outside Recommendation Form</b> |
|--------------------------------------------|

*Top portion to be filled out by student.*

Completion Deadline:

Student Name:

Outside Source Name:

**Counselor Name:** \_\_\_\_\_

Counselor Email: \_\_\_\_\_

Thank you for taking the time to complete this form. My counselor is gathering information that will help them write my letter of recommendation for my college applications. Your evaluation and comments are very important components to my letter.

***Please return this form directly to my counselor by the above completion deadline.*** You can return it to me in a sealed envelope, e-mail it to my school counselor at the above e-mail address, or send it directly to my school counselor at the address below. (All comments are kept confidential and will not be shared with the student)

**Sunset High School  
13850 NW Cornell Rd.  
Portland, OR 97229**

*Please complete the following questions about the above student.*

1. In what capacity do you know this student? (For example, soccer coach, employer, youth pastor, etc.)
  
  
  
  
  
  
  
  
  
  
2. Describe the activities or duties where you have observed this student.
  
  
  
  
  
  
  
  
  
  
3. Describe the abilities and skills you have seen this student demonstrate.
  
  
  
  
  
  
  
  
  
  
4. Please comment on this student's dependability, citizenship, persistence, initiative, and maturity.

5. Comment on this student's relationship and other people (communication, skills, friendliness, etc.).
  
  
  
  
  
6. Describe any leadership skills this student has demonstrated.
  
  
  
  
  
  
  
  
  
7. Describe any personality characteristics or behaviors this student has demonstrated that you have appreciated.
  
  
  
  
  
  
  
  
  
8. Are you confident that this student would be motivated to succeed in college? Please explain.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
9. Is there anything else about this student you feel a counselor should know to write an effective and specific recommendation letter?





4. Describe any specific life experiences your student has had that has affected who she/he is today. (For example, a divorce in the family, a foreign exchange experience they had, a particular work experience, or a person who enriched the student's life, etc.)

5. Please share anything else you feel the counselor should know to have an accurate "picture" of your student.

## Step 10: Activities and Awards Resume

Below is a sample Activities and Award Form. Please complete your own (in this format), so that we can provide the most comprehensive picture of you to your school.

Student's Name:

| <u>Category</u>                 | <u>Grade</u>                        | <u>Hours per Week</u> |
|---------------------------------|-------------------------------------|-----------------------|
| <b>HONORS</b>                   |                                     |                       |
| Scholar Athlete                 | 12th                                |                       |
| National Merit Semifinalist     | 12th                                |                       |
| English Honors                  | 9th, 10th                           |                       |
| <b>POSITIONS OF LEADERSHIP</b>  |                                     |                       |
| Student Council Treasurer       | 11th, 12th                          | 10 hrs per week       |
| JV Soccer Captain               | 11th, 12th                          | 10 hrs per week       |
| Japanese Club President         | 11th, 12th                          | 2 hrs per week        |
| <b>SCHOOL ACTIVITIES</b>        |                                     |                       |
| Student Council                 | 10th - 12th                         | 2 hrs per week        |
| National Honor Society          | 11th, 12th                          | 1-2 hrs per week      |
| Yearbook Editor                 | 11th, 12th                          | 6 hrs per week        |
| Japanese Club                   | 9th - 12th                          | 1 hr per week         |
| Madrigals                       | 11 <sup>th</sup> , 12 <sup>th</sup> | 4 hrs per week        |
| <b>SPORTS</b>                   |                                     |                       |
| Dragon Boat                     | 12th                                | 6 hrs per week        |
| JV Soccer                       | 11th, 12th                          | 15 hrs per week       |
| Swim Team                       | 9th, 10th                           | 12 hrs per week       |
| <b>COMMUNITY ACTIVITIES</b>     |                                     |                       |
| Outdoor School Counselor        | 11th, 12th                          | 144 hours             |
| Boy Scouts of America           | 9th - 12th                          | 2 hrs per week        |
| Church Youth Group              | 9th - 12th                          | 2 hrs per week        |
| Oregon Humane Society Volunteer | 9th, 10th (summers)                 | 6 hrs per week        |
| <b>WORK EXPERIENCE</b>          |                                     |                       |
| Cashier (Target Stores)         | 12th                                | 20 hrs per week       |
| Lifeguard (YMCA)                | 11th, 12th (summers)                | 16 hrs per week       |
| Baby Sitting                    | 9th, 10th                           | 10 hrs per week       |
| <b>OTHER INFORMATION</b>        |                                     |                       |
| <b>Cumulative GPA: 3.85</b>     |                                     |                       |

**Step 11: Attach a copy of your personal essay (draft is fine)**

**Step 12: Release of Information**

**RELEASE OF INFORMATION**  
**COLLEGES & SCHOLARSHIP ORGANIZATIONS**

I give my permission for my counselor,

To release the following information to colleges and scholarship organizations through letters of recommendation, lists and verbal conversations:

Academic information (GPA, semester grades, test scores, academic skills)

Name, address, social security number, and ethnic background

Extra-curricular involvements

Personal information

Student's Name (please print)

Student's Signature

Parent's Name (please print)

Parent's Signature

Date of Release  
the date of release.

This release of information form will be in effect for one year from

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13840 NW Cornell Road Portland, OR 97229 503-356-2960 Fax: 503-356-2990

**STEP 5: Informal Teacher Evaluation Form**

*Top portion to be filled out by student.*

**Teacher Name:**

**Date:**

**Name of Student:**

**Return to:**

(Counselor Name)

**By What Date:**

(20 days prior to deadline)

I am applying to a college or scholarship that requires a letter of recommendation from my school counselor. Please complete this form and return it directly to my counselor. My counselor will summarize the information received from my teachers and may quote you in his/her letter. Thank you for your help and support in this process.

Please feel free to send the Counselor the information on this form via e-mail if that is easier.

1. Please describe the student's academic abilities and performance in your class, their motivation, written and verbal expression. Feel free to comment on any outstanding or unusual qualities that help this student stand out. Short or specific examples of student work or student comments are helpful.

2. What are three words you would use to describe this student? Please provide examples if possible.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. What sets this student apart from other students?

4. Is there any other information about this student that would be important to mention in a letter of recommendations. (For example, personal setbacks, overcoming obstacles, extenuating circumstances, etc.)

**Please use the following box to rate the student as compared to other college bound students in this graduating class.**

|                              | No Basis for Judgment | Below Average | Average | Above Average | Very Good | Excellent (Top 10%) | Outstanding (Top 2-3%) | Among best I've known |
|------------------------------|-----------------------|---------------|---------|---------------|-----------|---------------------|------------------------|-----------------------|
| Academic Achievement         |                       |               |         |               |           |                     |                        |                       |
| Academic Motivation          |                       |               |         |               |           |                     |                        |                       |
| Written Expression           |                       |               |         |               |           |                     |                        |                       |
| Verbal Expression            |                       |               |         |               |           |                     |                        |                       |
| Energy and Initiative        |                       |               |         |               |           |                     |                        |                       |
| Integrity                    |                       |               |         |               |           |                     |                        |                       |
| Leadership                   |                       |               |         |               |           |                     |                        |                       |
| Originality                  |                       |               |         |               |           |                     |                        |                       |
| Emotional Maturity           |                       |               |         |               |           |                     |                        |                       |
| Concern for Others           |                       |               |         |               |           |                     |                        |                       |
| Reaction to Criticism        |                       |               |         |               |           |                     |                        |                       |
| Reaction to Setbacks         |                       |               |         |               |           |                     |                        |                       |
| Self-confidence              |                       |               |         |               |           |                     |                        |                       |
| Sense of Humor               |                       |               |         |               |           |                     |                        |                       |
| Warmth of Personality        |                       |               |         |               |           |                     |                        |                       |
| Respected by Classmates      |                       |               |         |               |           |                     |                        |                       |
| Respected by Faculty         |                       |               |         |               |           |                     |                        |                       |
| Extra-curricular Involvement |                       |               |         |               |           |                     |                        |                       |
| Applicant Overall            |                       |               |         |               |           |                     |                        |                       |