



Student's Full Name:	
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Parent Information	Father	Mother
Profession		
Level of Education		
Name of College Attended		

REQUIRED ITEMS FOR A LETTER OF RECOMMENDATION

- Step 1) Complete Student Autobiography
- Step 2) Have Parent complete Parent Questionnaire
- Step 3) Email the following documents in ONE email to your counselor:
- Student Autobiography
 - Parent Questionnaire
 - Student Resume
 - College application essay (rough draft OK)
- Step 4) Request counselor as recommender on Common App
- Step 5) Email your counselor your completed packet in one email AND share as a Google Doc

Due Dates:

- **Early Action/Early Decision: DUE October 15th**
- **Regular Decision: DUE November 15th**



Student Autobiography

Please complete a short 'autobiography' answering the questions below to help me remember all of your fine qualities and write a letter specific to your strengths. Please answer the following prompts in a third person letter about YOU!

1. How would you describe your personality and character? How would a friend describe you?
2. Choose an experience from your volunteer, work or extracurricular activities and explain how it helped you grow as a person.
3. Describe any circumstances that may have affected your performance (optional)
4. What are your personal, career and academic goals? What are you planning to major in? Why is this an area of interest?
5. Additional information that is not already captured in the rest of your application (optional). Ex: You have a secret ukulele playing talent.

Label the attachment "lastname.firstname student" and email directly to your counselor **no less than 2 weeks in advance** of your first application deadline. **Please email AND share as a Google Doc.**

Counselor emails:

Nichole Rosa	A-F	nrosa@lbusd.org
Alexis Mele	G-L	amele@lbusd.org
Eric Banducci	M-R	ebanducci@lbusd.org
Angela Pilon	S-Z	apilon@lbusd.org



Parent Questionnaire

It is time to brag about your child! Please answer the following prompts below to help your student's counselor capture their awesome qualities from a perspective only you know as their parent.

- What are the first four adjectives that you would use to describe your student?
- Please describe your student's talents and strengths.
- How would you describe your son's/daughter's character and values?
- Please describe your student's overall performance and leadership in extracurricular, religious, work and community activities.
- What makes you most proud of your child? Please brag!
- Please tell me anything else about your student you believe is relevant in the college application process.

Label the attachment "lastname.firstname parent" and have your student email it directly to their counselor **no less than 2 weeks in advance** of their first application deadline. **Please email AND share as a Google Doc.**

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