

Request for Counselor Letter of Recommendation

The Letter of Recommendation (LOR) request form at the end of this document.

INSTRUCTIONS:

If you are requesting a LOR, you will need to schedule an appointment with your counselor after you've completed the form. If you are unsure you need a LOR, ask your counselor before filling out the request. Counselors **REQUIRE** you to complete and return the LOR request at least **4 weeks** prior to the application deadline. However, counselors complete requests based on application deadlines so earlier requests don't guarantee earlier submission by counselors.

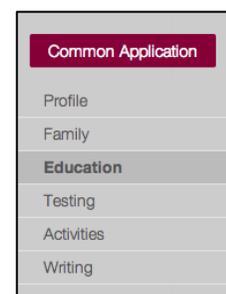
*You may submit your application materials once you have completed them. You do not need to wait for the counselor or teacher LORs to submit your application.

**** Common App. Counselor Invitation Instructions ****

Inviting your counselor to complete the online school report for Common App

1. Complete every section in the Education tab first.
Be sure to enter your counselor's name and email correctly.

Jennifer Orhuozee (A-Di), jorhuozee@nsd.org
Devin Blanchard (Do-Kin), dblanchard@nsd.org
Ruth Krochmalny (Kir-Ol), rkrochmalny@nsd.org
Loni Tighe (Op-Sc), ltighe@nsd.org
Jessica Parrott (Se-Z), jparrott@nsd.org



2. Once you have chosen colleges to apply to, go to the My Colleges tab, click on one of the colleges you are applying to, and select "Assign Recommenders."

3. Complete the FERPA Release Authorization.

4. Click “Invite Counselor” to have your counselor complete the School Report form; be sure to meet with your counselor after requesting a letter of recommendation.

Questions

Assign Recommenders

Submission - Common App

Writing Supplement

Submission - Writing Supplement

• FERPA Release Authorization
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. [release authorization](#)

• Counselor
You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

5. Fill out the counselor information. Again, be sure that the counselor name and email is typed in correctly or your counselor won't receive the invitation.

Recommender Invitations

Type* Counselor

Title* Mrs.

First Name* Loni

Last Name* Tighe

Email Address ltighe@nsd.org

Send Invite

Jennifer Orhuzee (A-Di), jorhuzee@nsd.org
Devin Blanchard (Do-Kin), dblanchard@nsd.org
Ruth Krochmalny (Kir-Ol), rkrochmalny@nsd.org
Loni Tighe (Op-Sc), ltighe@nsd.org
Jessica Parrott (Se-Z), jparrott@nsd.org

6. Once everything is entered, click “Send Invite” and an email will be sent directly to your counselor. Your counselor will fill out your online School Report form, upload your official transcript, and (if needed) submit your counselor letter of recommendation. You do not need to order an official transcript from the counseling office—we will upload it online.

Final Checklist

Invite counselor on Common App.

Return Letter of Rec questions to your specific counselor, along with:

- Current resume
- Sample college essay.

~~Please use the front side of this handout as a cover sheet~~

Today's Date

Deadline Date:

Last Name: | _____

INGLEMOOR HIGH SCHOOL

Letter of Recommendation Form - College and Scholarship Applications

Must be submitted **14 School Days** Prior to Application Deadline

NAME:::

STUDENT NO:

Email:

CELL:

GPA:

I **"DO"** waive my rights to view the "Letter of Recommendation" and I understand any information disclosed in this form may be used in the "LOR" to colleges and/or scholarship committees.

I **"DO NOT"** waive my rights to view the "Letter of Recommendation."

Any evaluation or letter of recommendation will carry more integrity if you waive your rights. It is not required, but highly suggested.

Student Signature

Date

Answer all Questions: The more you write, the more we can write!

Resume: Please attach a resume (highly Recommended)

College Essay: Please provide a copy of your college essay, draft is okay (Highly Recommended)

Strength of Character

Are you the first in your family to attend college?

Share three personal strengths and how have they helped you?

Strength1:

Strength2:

Strength3:

Name up to 3 teachers who could describe your academic work ethic. What would they say?

Academic Pathway

What has been the most satisfying course you have taken? Why?

Describe yourself as a learner and speak to your potential as a college student?

Student Accolades

What are your proudest moments in your life so far?

Hurdles to Education (or Moments of Growth)

Describe a unique experience that changed your life OR describe the way you think about an issue that is relevant to your generation today.

College Readiness Goal

What career and/or major will you pursue and experiences you've had in that field?

Describe a unique experience that changed your life or the way you think about an issue.

If you could do high school over again, what would you do differently and why?

What do you hope I will mention in this recommendation?