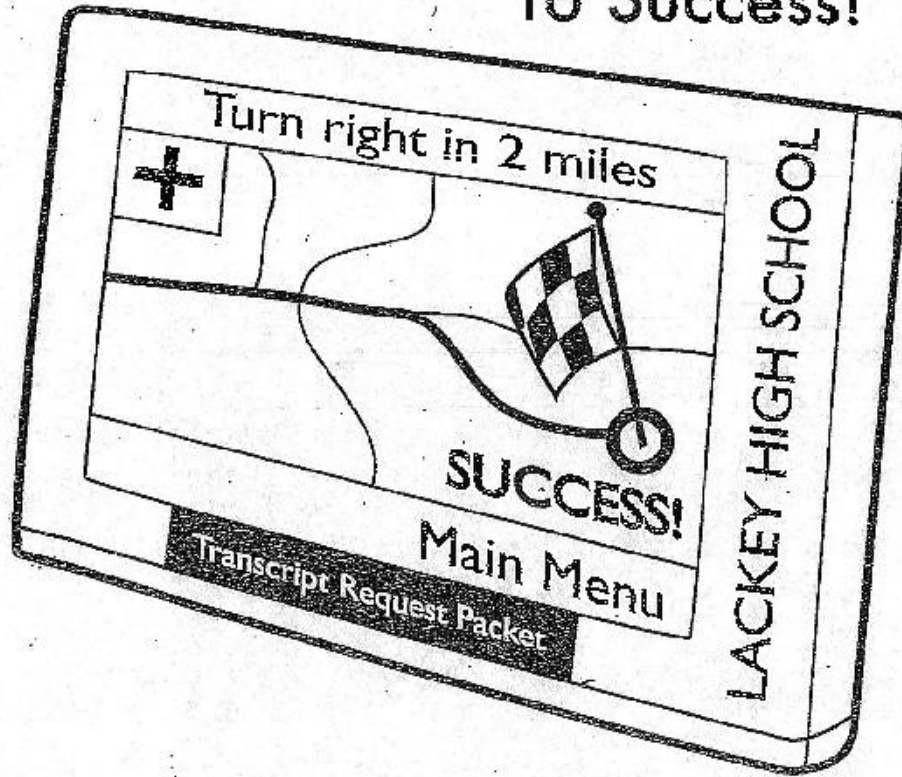


HENRY E. LACKEY
COUNSELING OFFICE

"Your **GPS**
To Success!"



TRANSCRIPT/RECOMMENDATION REQUEST PROCESS

Henry E. Lackey High School

First Request

The “GPS to Success packet” is **required** if you need a Counselor Recommendation.

- Pick up a “GPS to Success” packet from the Counseling Office.
- Return all Forms in “GPS to Success” packet to Counseling Office.
- Allow at least TEN school days to have information processed.**
- If your school accepts them electronically the counselor will upload them on the necessary platform (e.g. Sendedu, Common App, Coalition)
- For mailed Transcripts ONLY - All Items will be returned to you in a sealed envelope.
 - Transcript (contains the most current Report Card).
 - Secondary School Report Form (if Applicable)
 - Counselor recommendation
- Students are responsible for mailing their own transcripts.** We recommend going to the post office and having items weighed to ensure proper postage is attached. Also, you may want to consider sending information with a “Delivery Confirmation” request.

All other requests after the first require ONLY the Transcript Request Form

STUDENT RESPONSE FORM

For College/Post-secondary Planning

Name _____

Date _____

Directions: Answer **all** the questions on this self-evaluation carefully and thoroughly. Fill in **all** the space for each question. Your responses will be used to form the basis of the school counselor recommendation required by most colleges and post-secondary institutions. The more information you provide the counselor, the more personalized the letter of recommendation will be. You may either write your responses in BLACK or BLUE INK on this form OR type and attach the answers to this form.

1) What three characteristics or traits best define you?

a) _____ Why: _____

b) _____ Why: _____

c) _____ Why: _____

2) What are your future goals? What do you want to become? What area of further study most interests you and why?

3) Describe what you believe are your academic and personal strengths and weaknesses especially any instances where you have overcome those weaknesses.

ACADEMIC:

PERSONAL:

Name _____

Student response form continued

4) Is your transcript an accurate reflection of your ability? Why or why not? What has influenced your school performance, either negatively or positively?

5) Describe two/three rewarding academic experiences for you at Lackey?

6) Please indicate any factors (i.e., health, finances, disability, etc.), that might impact your choice of or attendance at college.

7) What are some things that interest you the most? Passions or hobbies?

8) What honor(s) or award(s) have you received? What leadership roles or roles of responsibility have you held at school, in the community and at home? Why are these important to you?

9) What community activities are a regular part of your life?

10) If you were writing this recommendation, what would you say about yourself?

11) Please add anything meaningful or important about you that doesn't fit in any of the above categories that you would like to share.

PARENT RESPONSE FORM

Student Name: _____ Counselor: _____
(Please print)

1. What do you consider to be your child's outstanding accomplishments during the past three or four years? Why did you select these as most important?
2. What do you consider to be his/her unique personality traits?
3. .Are there any special interests/talents your student has that are not evident here at school?
4. Are there any unusual or personal circumstances that have affected your child's experience or education?
5. .Describe an incident which illustrates the quality in your child which gives you the most pride.

Parent/Guardian Name: _____ Signature: _____
Date: _____

Please return to Counseling Office. Thank you

Teacher Response Form

Student Name _____ Date _____

Please write **at least two - three sentences** about the above student. You can write about your experience with the student in your class, or any other information that will help support this students' application to college or for scholarships.

Teacher Name: _____

HENRY E. LACKEY HIGH SCHOOL TRANSCRIPT REQUEST

Student Name _____ School ID# _____

Parent signature, student signature, and any attachments (such as the “GPS to Success” forms) are required at the time of ordering transcripts. Allow yourself time to mail them out ahead of deadlines, if necessary.

TEN SCHOOL DAYS ADVANCE NOTICE IS REQUIRED.

List name of college, scholarship, NCAA, etc.	DATE submitted	College/Scholarship Deadline DATE
1.		
2.		
3.		
4.		

Student Signature: _____

Parent Signature: _____

Student must return this form to the Counseling Office.