

HOW TO REQUEST A LETTER OF RECOMMENDATION FROM MY TEACHER(S) AND /OR COUNSELOR

FOLLOW THE STEPS BELOW:

1. Complete REQUEST FOR COLLEGE RECOMMENDATION cover sheet.
2. Complete your PERSONAL INFORMATION and attach to cover sheet.
3. Ask your teacher or counselor IN PERSON. Tell recommender how letter of recommendation will be submitted (if Common App, recommender will receive an e-mail to upload directly). Tell recommenders you will e-mail them the coversheet and personal information packet.
4. Follow up with e-mail and completed packet (same day or next day).

THE DEADLINE FOR LETTERS OF REC FOR ADMISSIONS IS DECEMBER 1ST.

You must complete ALL the steps above and submit your request in person at least 10 SCHOOL DAYS prior to your application deadline.

(Note: Vacation days and weekends DO NOT count in the 10 school days)

YOU are responsible for:

1. Submitting your application and fee to each college before the deadline
2. Requesting your official test scores be sent to EACH individual college to which you are applying.
SAT, AP scores go to: www.collegeboard.com
ACT go to: www.actstudent.org
3. Sending transcripts to any school outside GPA
4. Requesting transcripts from our registrar for any university not on the Common App. or who has requested it outside the Common App. In these cases, you will need to provide stamped envelope addressed to the university. Transcript request forms are available outside the registrar's office. Please note that the first transcript is free, then there is a \$5 charge for any additional transcripts.

Your counselor will send the following to EACH college on the Common App. or SEND.edu

1. Your high school transcript with your current course schedule
2. A GPA School Profile
3. A letter of recommendation (if required by the university and requested by following the steps above)
4. The Secondary School Report form for the college if required

Guajome Park Academy
Student Personal Information Packet

Personal Information:

1. Name: _____
2. Counselor: _____
3. Phone Number: _____
4. E-mail: _____
5. Three teachers who know you well: _____

6. List the colleges you are applying to in order of preference and your probable major for each (it is okay to be undeclared/undecided): _____

7. List three occupations you are considering in (order of preference), and explain what it is about the occupation that interests you: _____

8. What event or activity (positive or negative) has had the most significant impact on you?
How has it shaped you as a person and why? _____

9. Please describe your family in detail: _____

10. Pick three adjectives that you believe best describe you: _____

11. How do you want to be remembered by teachers and staff at GPA? _____

12. Discuss any significant decrease in your academic performance (if applicable): _____

13. What hobby or endeavor are you passionate about and why? _____

14. Do you work? If so, where do you work? What skills have you learned? _____

15. What has been your favorite class at Guajome Park Academy and why? _____

16. Discuss one leadership role you have experienced in your life: _____

17. Extracurricular activities: Please describe and indicate the dates of affiliations clubs, teams, service organizations, community involvement, student government etc. If you hold/held an office or had a specific responsibility, please describe each activity with the most recent first: _____

18. Awards and Honors that you have earned: _____

19. Please feel free to add any further information about yourself that you feel we should be aware of: _____
