RECOMMENDATION REQUESTS

Counselor Letter of Recommendation: If you need a counselor letter of recommendation you must turn in a counselor recommendation packet. The packet includes: student questionnaire and signed release. Both of these items must be completed and turned into the counselor at least three weeks before the application deadline. Completion cannot be guaranteed for students who do not turn in materials in a timely manner. It is the student's responsibility to contact the counselor when a recommendation is needed. It is the student's responsibility to follow up with the counselor a week before deadlines to make sure that all materials have been submitted. Students are required to turn in the packet themselves to the counselor and meet with the counselor in person. (Recommendation requests are not taken by email or from parents.) Students who submit an application through an online portal (common app, Quest Bridge, coalition app,etc.) should meet with the counselor to make sure the application was received and to inquire what is required for the application. Recommendations that are not submitted online or by email will be given in a NHS sealed envelope.

Teacher Letter of Recommendation: It is the student's responsibility to contact the teacher when a recommendation is needed. Students should give the teachers ample time to complete the recommendation and should follow up with the teacher a week before the deadline. The student should check with the teacher as to what is required from the teacher for the recommendation.

Other things to know that may be needed for application completion:

1. Senior class size-372

2. NHS does not rank until graduation. No approximation will be given.

3. If you submit an application using Common Application, an electronic transcript will be uploaded. The counselor's email must be submitted correctly to these accounts. After submission the student must follow up with the counselor. Christie.nienaber@stpsb.org- (last names A-K) or Desmond.smith@stpsb.org- (last names L-Z)

4. If you are applying to an in state public university, they should be able to access your transcript in the official transcript system. However, sometimes schools will still request a transcript.

5. If you need an official transcript mailed to the college then you will need to submit a transcript request. Mrs. Cognevich (front office) handles transcript requests.

6. If a college requires an official ACT test report and does not have your scores, then you will need to log into your ACT online account and pay to have them sent to the college.

7. Louisiana requires public school students to complete the FAFSA. This school year the 2024-2025 FAFSA application opens December 2023 of senior year. Go to www.fafsa.ed.gov and select "Start a New FAFSA". Most colleges require this for any financial aid to be given and it is also the TOPS application. You will complete the FAFSA for the year you are entering college.

Counselor Recommendation Request Questionnaire/Brag Sheet

Student Name: _____ **Date**_____

Student Email:_____

INSTRUCTIONS: Please make sure that you take your time to fully answer each of the following questions in detail. The information you provide will make up the bulk of your letter of recommendation. The more detailed and specific examples that you provide will help compose an insightful letter of recommendation. Please write legibly!

When is this recommendation letter due?_____

University/School/Program/Scholarship applying for:_____

Anticipated college major and/or career choice:_____

What are your proudest academic and personal accomplishments?_____

What was your favorite class in high school and why?_____

What skills/hobbies/interests/talents do you have?_____

Highest ACT composite score:_____

Did you participate in an internship? If yes, describe your duties and placement.

List all NHS clubs and organizations you are a member of, years of participation, and any leadership positions.
held.

Discuss your volunteering experiences, community service and church activities and years of participation.

List any awards/honors you have received in or out of school:
Academic/Athletic/Community

Are you currently or have you been employed while in high school? Where? How long? What were your duties?

Often we must take into consideration adversities or special circumstances that students have overcome. Please discuss any special circumstances you feel may have impacted your performance or involvement either negatively or positively. Do you want this included in your letter?

How do you stand out compared to your classmates, either academically or personally?

How are you able to work effectively and respectfully with those with different perspectives or from different backgrounds? How would your peers describe you?

Do you have any suggested topics that you would like addressed in the letter or is there anything else that you would like the counselor to know?

How do you want this recommendation letter submitted?

Check one:

_____ Through Common App- make sure you send invites through Common App

_____ Picked up at school in a sealed envelope.

_____ Other:_____

Students should meet with the counselor in person and turn this form in at least 3 weeks before due date, with attached release form. Pay attention to your deadlines. Late requests are not guaranteed to be met.

Counselor use only: Date student turned in:_____

Student Name:_____

SPECIAL RELEASE OF STUDENT INFORMATION CONSENT FORM

The collection and maintenance of a student's personally identifiable information requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) and LRS 17:3914. The St. Tammany Parish School Board will maintain student records and personally identifiable information as confidential and will use reasonable commercially available steps to maintain as such. St. Tammany Parish School Board will follow all local, state and federal data security laws and policies and only share the data that is required for the purpose stated.

Your student has elected to participate in **College Admissions/Letters of Recommendation/Scholarship Applications**. One of the requirements for this activity is that student information will be used and/or released as part of their participation. Since this is a requirement for this activity, if you elect not to have your child's information used or released, then your child's applications cannot be completed by the school counselors without your written permission. The following information about your student may be used and/or released:

- Student Name
- Date of Birth
- Last 4 digits of social security number
- Address
- School
- Gender
- Economic Status (Free/Reduced Lunch)
- Student Assessment Results
- Grade
- Grade Point Average
- Class Percentage
- Transcript
- Schedule of Classes
- Letter of Recommendation
- Graduation Date
- Any other requested (by institution/organization/program) or pertinent information regarding the student's request.

The information will be shared with the following entities:

- Student Requested Organizations such as the following: Colleges, Admissions Offices, Financial Aid Offices, Scholarship Organizations, ETC.

I HEREBY CONSENT to the release and use by St. Tammany Parish School Board of my child's personally identifiable information to any person or entity providing services to St. Tammany Parish School Board for this activity and who requires my child's personally identifiable information in order to perform those services.

_____ _____

Signature of Parent/Legal Guardian Child's Full Name

_____ _____

Printed Name of Parent/Legal Guardian Date