Date Received:_____
Resume attached Y/N

RANCHVIEW SENIOR REQUEST FOR LETTER OF RECOMMENDATION

To be completed when requesting a letter of recommendation from your counselor.

Student's Full Name:_____ Counselor: _____

Please allow at least 2 weeks to complete forms and recommendations.

Please indicate how your counselor should submit your letter:

_____Upload to online application. If yes circle which platform: CommonApp, ApplyTexas/Send.Edu, Coalition)
_____Return recommendation to student in a sign/sealed envelope.
_____Mail recommendation to the address below. Please provide stamp/envelope for counselor.

Institution Name_____

Street_____

City, State, Zip_____

COLLEGES/SCHOLARSHIPS I'M APPLYING TO

College Name:		Common App	Apply Texas	Other
_____	App. Deadline _____	CA	TX	O
_____	App. Deadline _____	CA	TX	O
_____	App. Deadline _____	CA	TX	O
_____	App. Deadline _____	CA	TX	O
_____	App. Deadline _____	CA	TX	O

Scholarship Name:

_____ Delivery (Check One): ___ Email PDF to: _____
___ Sealed Envelope- I will pickup
___ Sealed Envelope- I will provide stamp/address, counselor will put in mail

WAIVER

All college recommendations are confidential in nature. Therefore, we ask that you sign the waiver below before asking your counselor to complete your college recommendation letter. A parent/guardian signature is also required if you are not yet 18 years of age.

"I waive the right to see the recommendation submitted to the college(s) of my choosing." I also understand that if I do not provide at least two weeks' notice before deadline then my counselor may not be able to complete the request on time.

_____ _____
Student Signature Parent Signature

Please complete all the information requested on the following pages. Please submit completed packets to Mrs.Erlenbusch in student services. **YOU MUST ALSO SUBMIT A RESUME WITH THIS PACKET.**

PLEASE COMPLETE THE FOLLOWING TO ASSIST YOUR COUNSELOR IN COMPLETING YOUR RECOMMENDATION

1. Describe the assets/characteristics that will set you apart from thousands of other applicants applying for college.

2. Describe your career/educational goals after high school (i.e. college, military, technical, other).

3. Write about your experiences as a leader. How have you made an impact at Ranchview or in your community?

4. Are there any extenuating circumstances in your life which may have affected your grades that needs to be shared with colleges?

5. How would your teacher/employer describe you?