

January 2, 2024

Dear Parents/Guardians of the Class of 2025,

Please share your thoughts and feelings about your child by answering the following questions. The more I can learn about your student, the better I will be able to craft a letter that draws attention to the strengths and unique qualities of your child. College admission counselors love stories, so be funny, serious, honest, and proud!

1. Describe one or two major events during the high school years that you see as turning points in your son or daughter's development and explain why you view them as such. Consider a specific experience in high school that truly changed or helped shape your student's character.
2. Describe some other highlights of your student's high school experience (academic, personal and/or social).
3. Describe some things we should know about your son/daughter.
4. Is there anything else you wish to add which would help the counselor in writing the recommendation letter (such as educational background, special family situation, medical history, family trauma, personal achievements, etc.)?

I hope you will find this a wonderful experience. Please do not worry about grammar and/or style in your recommendation and remember, we are your student's advocates, and the more I know about them, the better my recommendation will be.

I look forward to working with your student and you and assisting you in the college selection process. Please return your recommendation to me via email as soon as possible. We are asking for letters by May 31st, 2024.

Sincerely,

N. Colleen Courtney
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