

LAGUNA BEACH HIGH SCHOOL

LETTER OF RECOMMENDATION INSTRUCTIONS & CHECKLIST

TWO (2) WEEKS NOTICE IS REQUIRED FOR ALL LETTERS OF RECOMMENDATION (NOT INCLUDING HOLIDAYS)

COUNSELOR LETTER OF RECOMMENDATION CHECKLIST

- Complete Student/Parent Questionnaire and Share Google Doc with your counselor
- SEND YOUR COUNSELOR: a copy of your **Resume**
- SEND YOUR COUNSELOR: a rough draft of **College Essay(s) or PIQs**
- Request your counselor in **Common App**

Counselor LOR Packet Link:

bit.ly/lbhslorcounselor

This link will make a copy of the document.
Be sure to rename Google Doc "**Lastname.Firstname LOR**"
and share it with your counselor



TEACHER LETTER OF RECOMMENDATION CHECKLIST

- Ask your teacher (preferably in person) if they are willing and able to write you a LOR
- Complete the Teacher Questionnaire & Share Google Doc with Teacher(s) (see below)
- Request Teacher(s) as Recommender in Common App

Teacher LOR Packet Link:

bit.ly/lbhsforteacher

This link will make a copy of the document.
Be sure to rename Google Doc "**Lastname.Firstname LOR**"
and share it with your teacher(s)



IMPORTANT INFORMATION

COUNSELOR EMAILS:

Nichole Rosa (A-F) nrosa@lbusd.org
Alexis Mele (G-L) amele@lbusd.org
Eric Banducci (M-R) ebanducci@lbusd.org
Angela Pilon (S-Z) apilon@lbusd.org

Laguna Beach High School
625 Park Avenue
Laguna Beach CA, 92651

SCHOOL CODE: 051320

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YOUR Application Deadline:
(not when you plan to submit)

LOR Request AND Documents are Due:

October 15th, 2024



October 1st, 2024

November 1st, 2023



October 18th, 2024

November 15th, 2024



November 1st, 2024

December 1st, 2024



November 11th, 2024

December 15th, 2024



December 2nd, 2024

January 1st, 2025



December 11th, 2024

January 15th, 2025



December 18th, 2024

February 1st, 2025



January 17th, 2025

February 15th, 2024



January 31st, 2025

March 1st, 2025



February 14th, 2025