

Summer Program Application Procedures

Every summer program is different with application requirements. Please make sure you keep track of what is required including deadlines so that everything is submitted in a timely manner. If you are applying to a summer program that requires you to obtain a transcript and/or letters of recommendation, please follow these procedures:

1. Recommendations:

- a. Please ask your teacher and/or school counselor at least **3 weeks in advance** in person if they would be willing to write your letter of recommendation. Please provide details such as when the letter of recommendation is due and if they will need to upload your letter or email it. Recommendations must be sent directly to the program by either the teacher or school counselor.
- b. Please complete the recommendation forms. Counselors also accept the Parent Information sheet from parents to assist the counselor in providing more details in the letter. Please be sure to give this to your recommenders **2 weeks in advance** so that they have enough time to compose your letter. Make sure you provide thorough answers.
- c. Link to Recommendation forms. These forms can also be found on the School Counseling website, under college planning, resources and documents, and then select forms.

Counselor form:

<https://drive.google.com/file/d/17b08HEu6SDT8FR8BygNpT08-lgb7cTjh/view>

Parent Information Sheet:

<https://drive.google.com/file/d/1hobJJq1iHDqhXiR3MPShMVX30-IsLYKz/view?usp=sharing>

Teacher form:

<https://uhs.ucfsd.org/fs/resource-manager/view/bb2291ac-59b4-4434-a080-a8eb4fcbd60a>

- d. You could also use this letter of recommendation for college applications if you are a junior. You would provide the teacher and/or counselor with any updates so they can edit your letter in the future.

2. Transcript:

Determine if the program you are applying to would like an official transcript or unofficial transcript. An official transcript must be sent by the school. You would need to submit a transcript request form which is located on the School Counseling website under academic planning..

Transcript Request form:

https://docs.google.com/forms/d/e/1FAIpQLSfxP10EEAgct_4umZYe0HMNShikV0zLVs4L4lsuhSM6SNZsA/viewform

You can send your unofficial transcript yourself. If you need a copy of your unofficial transcript, please email your School Counselor.