January 5, 2026

Dear Parents/Guardians of the Class of 2027,

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 child'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 colleges should know about your student.

4. Is there anything else you wish to add which would help me, the counselor, in writing a strong and insightful recommendation letter (such as educational background, special family situation, medical history, family trauma, personal achievements, etc.)? Information shared might be included in the letter, so please be clear if you provide it for context only and do not want it shared.

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

I look forward to working with your student and you, assisting in the college selection process. Please return your recommendation to me via email as soon as possible, but no later than May 31st, 2026.

Sincerely,

Colleen Courtney

N Colleen Courtney
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