

Counselor Recommendation Checklist

Attend your Senior Meeting with your School Counselor	
Your counselor will walk you through the steps to apply to college. Be sure to come with any questions you may have. You can invite a parent if you wish.	
Do you need a recommendation from your school counselor?	
Maybe. Many colleges prefer to hear from your teacher, but some may also want to hear from your school counselor. If you decide you need a counselor recommendation, please follow the steps below	
Step 1: Teacher Comment Form	First talk to 3 teachers that you have a good relationship with. Ask them if they will provide comments for you. Then fill out the form.
Step 2: Student Self Assessment	This step asks you to reflect on your strengths and growth areas. It also gives important information about your aspirations that we can highlight in your letter.
Step 3: Parent/Guardian Feedback Form	Adults in our lives often say the best things about us. Give this link to your parent/guardian/adult at home so that they can also reflect on your strengths.
Step 4: Request your Counselor Recommendation	This form officially requests that a letter of recommendation from your counselor be sent to your college/university/scholarship.
Timeline	
School Counselors need at least 10 School Days to do a counselor recommendation. We encourage you to submit these forms even earlier to ensure that your documents are at your college or university on time.	