

Cienega High School

Counselor Letter of Recommendation Packet for Students

Colleges often ask for a letter of recommendation from your counselor. Since counselors do not see you daily, they need information about you from a variety of sources. The quality and depth of the letter depends on the information you provide.

Steps to Securing a Counselor Recommendation Letter:

1. This Counselor Letter of Recommendation packet includes the following;
 - A Permission to Release Form
 - Notification Form indicating the colleges to which you will apply
 - Senior Information Sheet
 - Informal Teacher Recommendation Forms (separate link to email)
 - Parent Recommendation Form (separate link to email)
 - One Outside Recommendation Form (separate link to email)
 - Instructions and example for creating an Activities/Awards Sheet
2. Complete and distribute each piece of the Letter of Recommendation Packet. See each form for instructions.
4. Schedule a meeting with your counselor.
Be prepared to discuss:
 - *All of these forms
 - *A due date for your letters
 - *Anything else you feel your counselor should know about you.

NOTE TO STUDENTS:

- *Please allow 2 to 4 weeks for your counselor to complete your letter**
- *You are responsible for mailing your part of the college application**

Cienega High School

Release of Information to Colleges and Scholarship Organizations

I give permission for my counselor, _____ to release
the following information to colleges and scholarship organizations through letters of
recommendation, lists, and verbal conversations.

_____ academic information (cumulative GPA, semester grades,
test scores, skills)

_____ name, address, social security number, and ethnic background

_____ extra curricular involvement

_____ personal information

Student's Name (please print) _____

Student's Signature _____

Student's Social Security Number (Optional) _____

Parent's Name (please print) _____

Parent's Signature _____

Date of release _____. This release of information form will be in effect
for one year from the date of release.

Cienega High School

Counselor Notification of Pending Applications

REMINDER: All materials are due to the counselor 2 to 4 weeks before the application deadline, (such as, midyear reports, letter of recommendation packet, etc.).

Date: _____

Name _____ ID Number _____

List all Public Colleges/Universities to which you are applying for admission, along with the application deadline.

	Public College/University	Application Deadline
1		
2		
3		
4		
5		
6		

List all Private Colleges/Universities to which you are applying for admission, along with application deadline.

	Private College/University	Application Deadline
1		
2		
3		
4		
5		
6		

Cienega High School

Family Background Information:

Parent's Name (with whom you are living) _____

Father's Occupation _____ Employer _____

Mother's Occupation _____ Employer _____

Number of siblings _____ Ages _____

If your parents graduated from college, where did they graduate from?

1. Mother: _____ Degree: _____

2. Father: _____ Degree: _____

Student Information:

What majors or fields of study are you considering?

Explain briefly why you have chosen this major and/or career.

What would you consider to be your areas of academic strength?

Extracurricular Activities

Discuss in detail those activities you have been most proud of being involved in. Be specific about what you did or accomplished.

Describe your most positive personality/behavior characteristics.

Describe any special talents you have.

What things make you unique? How would you distinguish yourself from other students in the senior class?

If you had a low grade in a particular class because of an extenuating circumstance, please explain the situation.

Describe any volunteer or paid work experience you have done.
References

Please give the names of 6 references (5 teachers and 1 non-teacher who may be an employer, club or group leader, but not a family friend).

- | | |
|----------------------------|----------------------------|
| 1. _____
Teacher/Course | 2. _____
Teacher/Course |
| 3. _____
Teacher/Course | 4. _____
Teacher/Course |
| 5. _____
Teacher/Course | 6. _____
Non-Teacher |

Additional Information

Please use this space to write anything about yourself. Perhaps you could recall some significant experience that has affected you or discuss a person who has had a significant influence on you and describe the ways the person has influenced you. If you have overcome any obstacles this information could be helpful to convey a complete picture of you.

Cienega High School

Preparing a High School Activities and Awards Resume

A High School Activities and Awards Resume is a document you will be asked to prepare for the purposes of obtaining a Counselor Letter of Recommendation. It is a resume of your academic and extracurricular high school experience. This Activities and Awards Sheet can also be included with your scholarship applications if the scholarship rules allow additional materials to be attached.

Directions: Complete steps 1-7. See Sample Awards Resume on the next page.

1. Write down all the activities in which you have participated and awards you have received, both in school and in the community, starting with the 9th grade. Include all activities you intend to participate in throughout your senior year.

2. Organize your activities and awards into the following categories: Academic Honors, Positions of Leadership, School Activities, Athletics, Community Activities, Work Experience and Other Information. When listing these items under a category, arrange them chronologically starting with most recent first. (If you do not have any items in a particular category, eliminate the category).

3. In the "Other Information" category, list any information that doesn't belong in any other category, such as IB/AP test scores, special activities, private lessons, international travel, summer programs, etc.

4. Next to your activities indicate the grade level(s) you were in while participating in the activity and the usual number of hours per week or month you were involved in the activity.

5. Compose a first draft of this material and have several people check it for spelling errors.

6. Make several copies of your final resume for your own use all year with your college and scholarship applications.

- See sample "H.S. Activities and Award Form" on the next page

High School Activities and Award Form

Student's Name

Student's SS # (Optional)

Category
HONORS

Grade

Hours per Week

POSITIONS OF LEADERSHIP

SCHOOL ACTIVITIES

SPORTS

COMMUNITY ACTIVITIES

WORK EXPERIENCE

Cienega High School

Please provide the following links to your prospective recommenders.

- Teacher Link:
<http://chsstaff.vail.k12.az.us/~tritzj/CounselorRecommendation/TeacherRecommendationForm.pdf>
- Parent Link:
<http://chsstaff.vail.k12.az.us/~tritzj/CounselorRecommendation/ParentRecommendation.pdf>
- Outside Recommender Link:
<http://chsstaff.vail.k12.az.us/~tritzj/CounselorRecommendation/OutsideRecommendationForm.pdf>