

Request for a Counselor Recommendation/Secondary School Report

Before a counselor can complete any recommendations or Secondary School Report the following items must be completed:

- Student must write a short letter requesting the recommendation or the form to be completed. Email or Online request is not sufficient. The letter should address the following:
 - Where you would like your recommendation/form to be sent i.e what colleges, universities, or any scholarships.
 - What deadlines the colleges, universities, or scholarships have set.
- The counselor **MUST** have a copy of your **Senior Bio Form**.
- Student must complete all student information including current course schedule (Semester 1 and 2) when that is asked for.
- Student must **complete and submit a transcript request form to the registrar** for each college/scholarship they need a recommendation/form sent.
 - Indicate on the transcript request form that your counselor will be picking up the transcript.
- Counselor **must have a minimum of two (2) weeks** to complete the recommendation/form. **Forms due to the college in early January must be submitted to the counselor with a senior bio no later than Dec 2.**
- Counselors highly recommend that the student sign the waiver of right to see the recommendation. By doing this the student enhances the recommendation credibility on the part of the College/Scholarship.

Following these procedures will allow your counselor to more efficiently process your request, making sure that your forms are submitted in a timely manner to the college or scholarship. Besides you may just get a better recommendation because you were so efficient and polite.