

Arts Academy in the Woods - School Guidance Counseling

Recommendation Letter Packet

Dear Student,

Some colleges and scholarship applications require a recommendation letter or comments from your counselor and other adults. In that event, you must provide us, your counselors, with a student profile, teacher profile sheets and a parent information sheet (all attached). You are strongly encouraged to discuss your skills, coursework, and personal qualities with the person who will be writing your recommendation. Ask an adult for a “favorable” recommendation in person. Get recommendations only from people who know you well, agree to write you a “favorable” recommendation and can reinforce your strengths.

For counselor recommendations, please complete this **entire packet**. Fill out the **TEACHER INFORMATION SHEET** at the top and distribute to **THREE** teachers and/or administrators. They can be any four you’ve had while in high school.

This may be done ahead of time to save time when you need a recommendation. Remember that many seniors may be needing a recommendation on the same date that you do. Giving your counselor plenty of time to write a recommendation will help to insure a more complete recommendation. Follow all instructions contained in this recommendation packet completely.

On the **PERSONAL INFORMATION SHEET** supply personal information about yourself. Please provide us as much information as possible. You may also attach a copy of your resume or any completed letter of recommendations you may already have however they will not take the place of the PERSONAL INFORMATION SHEET. Provide this information in plenty of time so that your letter will be comprehensive. This will help me individualize your letter.

On the **PARENT INFORMATION SHEET**, please ask one of your parents/guardians to complete it and return along with your PERSONAL INFORMATION SHEET.

If a recommendation requires its own form, be sure to submit all forms as soon as you receive them. Make sure you fill in the date the recommendation is needed so that you can mail it by the deadline.

Thank you for thoroughly completing this packet and giving us TWO (2) weeks notice (10 school days) to complete letters with any deadlines. Remember, the more information you provide, the more thorough your letter will be. 😊

Sincerely,
Ms. Amy Chappelle, School Guidance Counselor

STUDENT Personal Information sheet for College Recommendation

Student Name: _____

Student email: _____

List colleges / universities applying to:	Application Deadline:	Is a paper or electronic letter of recommendation requested?	What type of application are you using? Common App, Apply Texas or directly to college/ university	Have you requested and paid for an official transcript through Parchment?

*If applying to additional schools, please add them on a separate sheet of paper.

PLEASE BE VERY SPECIFIC! *You may type your responses or use another sheet of paper if necessary.*

Intended College Major: _____ College Minor: _____

Clubs/memberships (9th – 12th):

Honors/Awards (9th – 12th)

School Leadership (9th – 12th)

Activities/Leadership outside of school (church, scouts, work, etc.):

- 1. What are you looking forward to at college? How will the college /university meet your needs? (This could be an academic program, extra-curricular or any other reason that helped you select that particular college.**
- 2. What is your passion? What intrigues you?**
- 3. In what ways are you a leader inside and outside the classroom?**
- 4. List and explain three (3) adjectives that best describe you.**
- 5. What is your favorite quote and why?**
- 6. What has been your biggest challenge thus far and how have you overcome it?**
- 7. If this recommendation is for a scholarship, why do you feel you are deserving of this financial award?**
- 8. What is the most important thing I should say about you?**

PARENT Information sheet for College Recommendation
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Son/Daughter's Name: _____

College Admission officers and scholarship committees are looking for characteristics that make a student stand out from other academically gifted students. We are looking for facts that the students has not given us on their information sheet. Your insight will help us to represent your child as the unique individual he or she is.

1. Areas in which your child has shown the most development in the last 3 years.

2. The student's role in the life of your family.

3. Any unusual or personal circumstances which have affected your son/daughter's educational experience?

4. What motivates your child? How would someone notice this?

5. What makes your child stand out in the crowd?

6. Additional comments:

The information you provide is invaluable to us in effectively representing your child. We appreciate your help!

TEACHER Information Sheet for College Recommendation

Teacher: I am asking my school counselor to write a letter of recommendation for my college application. Your insight into my academic performance, as well as my personal character, will be greatly appreciated by my counselor. Please return this completed form to my counselor within one week.

Student: _____ Today's Date: _____

Teacher: _____ Subject: _____

In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire senior class. Please check the *SINGLE* most appropriate box.

~The student WILL NOT see this evaluation.~

	Exceptional Top 5%	Outstanding Top 10%	Excellent Top 15%	Above Average	Average	Below Average	No basis for Judgment
Academic Achievement							
Academic Creativity							
Academic Growth Potential							
Academic Motivation							
Concern for others							
Creative, original thought							
Critical Thinking							
Energy							
Independent decisions							
Intellectual Ability							
Intellectual Curiosity							
Integrity							
Leadership							
Open-mindedness							
Perseverance							
Personal Initiative							
Potential for college success							
Respected by faculty							
Respected by peers							
Self-confidence							
Sense of humor							
Social Awareness/Tolerance							
Warmth of Personality							
<i>How would you compare the applicant to his/her entire class? Please check the single most appropriate box.</i>							
Academics							
Character							
Overall							

Summary Evaluation

First words that come to mind to describe applicant: _____

Strengths in your course: _____

Notable personal characteristics: _____

Additional comments: _____

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