**Counselor Recommendation Letter Request**

|  |
| --- |
| As a supplement to your counselor recommendation letter request, please complete all of the following information. In order to allow your counselor a reasonable amount of time to complete the recommendation letter, this request should be submitted no fewer than 10 school days in advance of the necessary postmark date.  Please be aware that your counselor will only send a recommendation letter directly to a college/ organization so that it is sealed and official. She will not give a letter to a student or parent for submission. |

Student Name:

*Family Background****:***

**Parents’ Marital Status:** Married to Each Other Divorced Deceased Parent(s)

**Did your parents attend college?**

* Neither of my parents attended college.
* One of my parents attended college (Complete the information for that parent below)
* Both of my parents attended college (Complete the information for both parents below)

Parent Name and Relationship:

College Attended: Degree Earned:

Parent Name and Relationship:

College Attended: Degree Earned:

**What are your parents’ occupations?**

Parent: Occupation:

Parent: Occupation:

*Your College Information****:***

**Intended Major:**  **Desired Career:**

**List all colleges to which you are applying:**

**What is the most important factor to choosing a college?**

*Self-Rating*

**What are your academic strengths?**

**Does your transcript accurately reflect your ability?** (please circle one) Yes No

If it does not, what factors/circumstances have interfered with your academic performance?

**What are your personal strengths?**

**Rate yourself on the following scale:** (please mark on box in every row)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Below Average | Average | Excellent |
| Academic Achievement |  |  |  |
| Intellectual Promise |  |  |  |
| Quality of Writing |  |  |  |
| Creative Thought |  |  |  |
| Productive Class Discussion |  |  |  |
| Respect Accorded by Faculty |  |  |  |
| Disciplined Work Habits |  |  |  |
| Maturity |  |  |  |
| Motivation |  |  |  |
| Leadership |  |  |  |
| Integrity |  |  |  |
| Reaction to Setbacks |  |  |  |
| Concern for Others |  |  |  |
| Self-Confidence |  |  |  |
| Initiative, Independence |  |  |  |

**List three faculty members who could give you a positive recommendation:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_