



Gibbs High School

Request for Counselor Recommendation Letter

Most selective colleges and many scholarship applications require a letter of recommendation specifically from a school counselor.

Although many state colleges and universities do not require specific letters, honors programs, scholarship programs, and students who need extra information in the application process will require these.

The attached forms provide me with additional information in order to write your counselor letter of recommendation. A parent/guardian may also use the parent information form to give me additional information he/she thinks might be helpful. **The more information I have for you, the better I can assist you in providing colleges meaningful information for your application.**

Be sure to:

- Write clearly and legibly;
- Attach a resume of activities, community service, work experience, ect. if you have one
- Remember any information you provide may be included in your recommendation.

Typically, it will take at least two-three weeks from the time your file is complete until the time your letter is ready. **DO NOT** wait until the last minute to turn in your form. Letters will be written in the order files are complete. This packet includes:

- Student information sheet and self-assessment
- Two teacher check sheets
- Parent/legal guardian informational sheet (optional)

***Please return ALL information to your counselor no later than two weeks before your deadline.**

GHS Student Information Sheet and Self-Assessment

Date: _____

Name: _____ Grade: _____

Address: _____

Phone/cell _____ Email _____

TOP THREE COLLEGE CHOICES _____ , _____ , _____

EXTRACURRICULAR ACTIVITIES: List club/organization name, years you participated, any offices held (President, Co-captain, etc.).

COMMUNITY ACTIVITIES: List community activities with name of program and describe participation (i.e. Scouts, youth group, music, art, etc.).

Volunteer Work/Other Work Experiences (paid or nonpaid work)

Awards/Honors you have received (i.e. Honor roll, MVP sports, book awards)

Will you be the first person in your immediate family to complete college (first generation college student)? Yes or No

Are you planning on playing sports at the collegiate level? Yes or No
(Remember to register with the NCAA eligibility center, if you checked yes).

Which activity outside of class has been the most important to you? Why?

What do you enjoy doing in your leisure time? (i.e. hobbies, special interests)

What do you hope to accomplish in college and after? Consider your career and broader goals.

List your three most distinguishing or most admirable qualities. Explain each.

If you were to write your own recommendation, what would you say that would distinguish you from other applicants with similar grades and SAT/ACT scores? (I am looking to quote you!)

*Please attach any additional information (including sports and/or academic resumes, quality essays) you feel might be useful in writing your letter.

Return to your counselor in the Counseling Office

GHS College Questionnaire for Parents/Guardians (optional)

Name of Student: _____

1. Do you have a preference for how far from home your child's college is located?
2. Do you have a specific preference for an urban, suburban or small town campus?
3. Do you have a specific preference for a public university/private university? A college with a religious affiliation? Or no preference?
4. How do you view your child's academic progress so far?

5. What do you believe are your child's strengths in applying for college?
Academic strengths:

Other strengths:

6. You are also invited to write a letter to the GHS college counselor describing your child, specifically narrating events or anecdotes that characterize or illustrate your child's personality. What would you like me to know about your son or daughter? What experiences have shaped his or her personality? Are there special circumstances you would like me to know about that would help with the college search? What do you hope your child will gain with the college experience?

Parent/Guardian Name(s): _____ Date: _____

Please remember information you provide may be included in the student's recommendation letter. Please have your student return this to his/her counselor in the College Counseling office.