

Counselor Letter of Recommendation Request

Dear Students:

Your counselors are excited to work with you in the college process. To make sure that we can give you the best service, we are asking for the following process when you need a letter of recommendation from us.

Please understand the letters of recommendation, as well as your essay, are some of the more critical information the admissions offices will receive.

Help yourself out by doing the following:

1. Fill out the College Recommendation Questionnaire.
2. Fill out the information below on the college that is to receive your information. There should be a separate form for every college that needs a copy of the letter.
3. Turn in both the College Recommendation Questionnaire and this form at the same time.

Completed forms and questionnaires need to be turned in from 3-5 weeks before they need to arrive at the college. Forms turned in less than 3 weeks earlier may not receive the same high level of thoroughness as your counselors will be working on letters of students who have completed the requests in a timely manner.

Please PRINT

NAME OF STUDENT _____

College needing Recommendation: _____

College Mailing Address _____

Date recommendation must arrive! _____

Date completed materials turned in to counseling office _____

Please put additional information on the back that you think would benefit your counselor to know!