

# Counselor Recommendation Blue Packet

Many colleges and universities request or require counselor recommendations as part of your application for admissions, honors program placement, or scholarship consideration. Letters which contain well documented evidence of your personal and academic strengths provide admissions committees with one more perspective. The information in this packet will assist us in making that piece work for you. ***This is not the process for requesting a teacher letter of recommendation. You will need to see the individual teachers for their requirements.***

**Steps:**

1. Determine whether or not the college requires a counselor letter (Usually private and out of state colleges and universities)
2. Give Teacher Reports to **five** teachers. (You may do this one as early as the spring of your junior year) The teachers will return the form directly to the counselor.
3. Request a transcript from the registrar's office and check "Hold for Counselor"
4. Notify your counselor that you have requested the transcript and submit the completed blue packet along with any application forms (Secondary School Reports) to counselor **at least two weeks before the date** you wish to have you letter submitted.

Legal Name \_\_\_\_\_ Nickname \_\_\_\_\_  
 PSHS ID \_\_\_\_\_ SS # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

All college recommendations are confidential. Please indicate your agreement to the following terms by signing below. A parent signature is also required if the request is made prior to your 18<sup>th</sup> birthday.

- I give my permission for all test scores, class rank, grade point average, and transcript data to be submitted to the colleges/ universities listed below.
- I waive my right to see the recommendation submitted to the colleges/ universities.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Student Signature                      Date                      Parent/ Guardian Signature                      Date

- \_\_\_ I have applied to the following colleges and/or universities.  
 \_\_\_ I have given the teacher recommendation sheets to the following five teachers  
 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_, 4) \_\_\_\_\_, 5) \_\_\_\_\_  
 \_\_\_ I have requested transcripts and checked "Hold for Counselor"  
 \_\_\_ I have met with my counselor and submitted my BLUE PACKET  
 \_\_\_ I have included my typed or printed responses  
 \_\_\_ I have included my parent's responses  
 \_\_\_ I have included required forms  
 \_\_\_ I have included my activities resume  
 \_\_\_ My parents and I have signed the waiver

|    | College/University | Date Submitted | Deadline | Special Instructions |
|----|--------------------|----------------|----------|----------------------|
| 1. | _____              | _____          | _____    | _____                |
| 2. | _____              | _____          | _____    | _____                |
| 3. | _____              | _____          | _____    | _____                |
| 4. | _____              | _____          | _____    | _____                |
| 5. | _____              | _____          | _____    | _____                |

## Student Questions

Please consider the following questions and respond to **at least five** as thoroughly and honestly as possible. Use a separate sheet for your responses. There are no right or wrong answers. We are looking for **examples**, anecdotes and insight into your personality that will enable us to offer a positive and accurate complement to your application.

1. Describe your college search process. Why did you choose to apply to these colleges?
  2. How do you think your teachers would describe you? What examples might they use to illustrate your academic strengths?
  3. What contributions have you made to the learning environment, social atmosphere or overall climate of Plano Senior High?
  4. What personal or career goals have you set for yourself? How do you plan to accomplish them?
  5. What has been your greatest academic or personal challenge? How did you overcome the problem? How has this experience affected you?
  6. How would your closest friend describe you? Provide concrete examples of any adjectives you use.
  7. What has been your favorite class or most rewarding high school experience and why?
  8. What is your definition of character? When has your character or integrity been challenged? How did you respond?
  9. What is your passion? What role will it play in your future?
  10. Describe any extenuating circumstances that might have affected your grades or school performance.
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## Parent Questions

Please consider the following questions and provide any information that you believe might help the counselor or a college admissions team better know or understand your son or daughter.

1. How does your son/daughter respond to adversity? Please provide an example.
  2. What personal characteristics does your son or daughter possess that will help him be successful in a college setting? (with roommates, friends, professors, the community) Examples are vital.
  3. How does your son or daughter solve problems?
  4. What makes you proud of your child?
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## Activities Resume

**Please provide a copy of your activities resume which includes all extra-curricular activities, volunteer work, offices held and honors earned since entering ninth grade. Do not use acronyms or abbreviations. Samples of resumes are provided in your academic conference book.**

