

# “THE BLUE PACKET”

<http://k-12.pisd.edu/schools/PSHS/COUNSEL/Index.htm>

Your PSHS counselor uses this packet to help write your letter of recommendation. Information gathered will be used in-house only, and will not be seen by the student, parents or university. Completing this packet of information is not the same as asking a teacher to write a letter of recommendation for you.

Juniors needing a letter for the fall of their senior year should complete the “Teacher Information to Counselor” during the spring semester of their junior year. Waiting until the senior year to complete this information could disadvantage the student as teachers leave over the summer and we have no way of contacting them.

## ***Please follow these directions carefully:***

1. Be sure that your name, birth date, address and social security are complete and legible on the first page of the packet.
2. ***Attach your activity resume.*** Every senior English does an activity resume at the beginning of the year, so you may use it.
3. When you respond to the questions please be specific and legible. The more information you give, the more informed and complete your counselor’s assessment of you can be. ***REMEMBER:*** The purpose of a counselor recommendation is to explain to the college what makes you special! It is perfectly acceptable (and preferred) for you and your parents to answer these questions on the computer and attach the pages.
4. ***AFTER*** completing your personal information at the top of each “Teacher Information to Counselor” form, give this form to five (5) teachers. Make sure you give your teachers an actual date in which the material needs to be returned to the counselor. Avoid “ASAP” at all costs!! You may use up to two (2) teachers from a previous school – as long as you have five teachers complete this information for you. Have them return this form via inter-school mail.

## **TIMELINE FOR APPLICATIONS:**

### ***Junior Year: Spring Semester***

- Distribute the five “Teacher Information to Counselor” forms.

### ***Senior Year: Fall Semester***

- In August, check with your counselor to see which teachers returned their information sheets.
- Begin to fill out application forms on-line by late August or early September.
- Download the Counselor Recommendation/School Report and the Teacher Recommendation Forms, if applicable from the college web site.
- Organize your Counselor Recommendation/School Reports.
  - You should give the forms to your counselor by the end of **October** (think Halloween) so that your counselor can write a complete and effective letter on your behalf.
- Complete the Student and Parent questions, attach your resume and return to your counselor WITH your Counselor Recommendation/School Report Forms filled out by you. Make sure you sign that you “waive” your access to these documents.
- Organize your Teacher Recommendation Forms and ask your teacher(s) if they are willing to write a letter for you. Make sure you give them **at least a month** to do a good job for you. Check with your teacher often as the deadline approaches to make sure your deadline isn’t missed. It’s always a good idea to write a note of appreciation to your teacher for helping you, as this isn’t part of their “job”.

### ***Senior Year: Spring Semester***

- January: Give your counselor your mid-year report forms along with a stamped addressed envelope.
- Wait for the fat envelope to arrive.