



Plano East Senior High School Recommendation Packet

This packet must be returned to the Counseling Office.

Please return to counselor at least 10 school days prior to your first deadline.

Full Name _____ **PESH ID** _____

Student email _____ **College Major** _____

COLLEGES I AM APPLYING TO:

***Remember that the following colleges must be listed in NAVIANCE under the tab "Colleges I'm applying to".**

It is very important that you use the Common Application if this is an option for your college. Applying with an application on the university website or other applications will delay processing.

College	Application DEADLINE	Common App	Apply Texas	Other
_____	_____	CA	TX	0
_____	_____	CA	TX	0
_____	_____	CA	TX	0
_____	_____	CA	TX	0
_____	_____	CA	TX	0

***If you add colleges to your list after submitting this packet, it is your responsibility to notify your counselor and request the additional transcripts through NAVIANCE.**

All college recommendations are confidential. Please indicate your agreement to the following terms by signing below. Parent signatures are required as well.

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

Student Signature _____ Date _____ Parent Signature _____ Date _____

IMPORTANT! PLEASE READ BEFORE YOU BEGIN!

- **Please verify that your college or university requires a letter of recommendation.**
- **ACT/SAT test scores must be sent directly from the testing company to the college and are not included on the transcript.**
 - **Use Naviance to verify that all parts of your application are complete.**
- **Follow the steps below in order to ensure that your application materials are prepared on time!**

STEP 1: RESPOND TO STUDENT PROMPTS

College representatives report that their favorite letters are those that tell stories. Help us tell your story by responding to a minimum of 7 of the following topics or questions as thoroughly and honestly as possible through anecdotes and specific examples. Highlight characteristics and aspects of your personality not addressed elsewhere in your application. Strive for clarity, authenticity and creativity. Remember that the purpose of a counselor recommendation is to explain to the college what makes you special. Typed responses are appreciated!

1. If you have not spent your life in Plano, explain your background (country of origin, languages, previous schools attended) and how this has impacted you.
2. Describe the assets/characteristics that will set you apart from thousands of other applicants applying for college.
3. What does leadership mean to you and how have your leadership experiences influenced you? How have you made an impact on Plano East or your community?
4. Name three adjectives that describe you and explain each.
5. What have you learned from people whose world views are different from your own?
6. Discuss a book or a favorite quote that you have found to be particularly meaningful. Describe its impact on your perspective, habits, relationships or goals.
7. Describe your contributions to the learning environment, social atmosphere or overall climate at Plano East. Your response should include supporting evidence.
8. Identify a personal struggle, conflict or challenge. Describe your role in the conflict, what steps you took, or are taking, to find a resolution and how the experience has transformed you.
9. Discuss a time when you believe that your personal integrity or character was challenged. What was your response? What do you wish that you had done differently? Have your values changed as a result? How?
10. Describe any extenuating circumstances that may have affected your academic record, school performance or social development.
11. Which college and/or major is your first choice and why is that college a good fit for you?

STEP 2: ASK FOR PARENT RESPONSES TO PROMPTS

Your parent's input is very important in order to personalize your recommendation letter! Once again, stories, anecdotes and specific examples are very helpful. Please ask your parents to respond to a minimum of 3 of the following topics or questions and include these in your packet.

1. Can you remember an incident in your student's life in which he/she acted in a way that exhibited a strong character quality (self-control, honesty, leadership, integrity, courage, resourcefulness, discernment, initiative, diligence, responsibility, flexibility, tolerance, determination, creativity, endurance, cautiousness, forgiveness, patience, etc.)? Please explain.
2. What motivates your son or daughter? How would someone else notice this?
3. Explain how your son or daughter reacted to unusual circumstances, situations or challenges in the family.
4. What has the educational experience been like for your son or daughter? Describe hurdles, challenges and successes.
5. Which of your son or daughter's personal characteristics do you hope to be highlighted in the recommendation letter? Please provide details to support their inclusion.

STEP 3: SUBMIT A RESUME

Please provide a copy of your resume, which includes extra-curricular activities, volunteer work, employment, leadership positions, and honors earned since entering 9th grade. Remember not to use acronyms or abbreviations as these are not always understood by the reader. If you are unsure about how to create a resume, log in to NAVIANCE and use the resume tool under the "About Me" tab.

STEP 4: REQUEST TEACHER Information Form

1. **Give the Teacher Information Forms to the teachers that you select to give information about you that your counselor will use in your letter. Your teachers will return these to your counselor.**
2. **Remember that separate teacher recommendations will be required as a part of the Common Application and possibly others. These requests must be made on NAVIANCE. It is important that you speak to your teacher in person to request the recommendation letter before making the online request.**

STEP 5: REQUEST TRANSCRIPTS

1. **All transcript requests must be made through Naviance!**
2. **After requesting transcripts in Naviance, you can check the status on Naviance too.**
3. **Check with the registrar, in B1, if you are having any issues with colleges not receiving transcripts.**

STUDENTS, please give this form to your teacher

TEACHER INFORMATION FORM

Student _____ Teacher _____

Subject _____ Semester and Class Period _____

What do you remember most about this class? _____

Which assignment or project best represents your ability, talent or achievement? _____

Please return to _____ no later than _____
Counselor Name Date needed by Counselor

In making the following ratings, please keep in mind that they will be used to compare the student with his or her entire class. Please check the single most appropriate box.

The student **WILL NOT** see this evaluation

	Below Average	Average	Good	Very Good	Excellent (top 10%)	One of the top few encountered in my career
Creative, original thought						
Motivation						
Self-confidence						
Academic Growth Potential						
Leadership						
Academic Achievement						
Respect Accorded by Faculty						
Reaction to Setbacks						
Disciplined work habits						
Emotional Maturity						

What are the first three words that you would use to describe the applicant?

Please assist us with the academic piece of the student's profile by offering classroom anecdotes, specific examples of achievement or participation, and comments regarding the student's personality as it pertains to his or her classroom contributions. If you would prefer, please email your comments to the counselor. Thank you for your time and consideration!

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