

Counselor Recommendation Blue Packet

Many colleges and universities require letters of recommendation and/or school reports as part of your college application, honors program placement, or scholarship consideration. Letters containing well-documented evidence of your personal, academic, and social strengths are most helpful to readers seeking information not already provided on the transcript or standardized test scores. We use the information provided by you, your parents, and your teachers to formulate this report. Your attention to detail and willingness to offer stories, anecdotes and examples are essential to the process.

If you need letters of recommendation from teachers, you will need to see them individually. The blue packet does not serve that purpose.

The following steps are necessary to complete the blue packet process.

- Determine whether or not your college, program or scholarship requires a counselor recommendation or report.
- Complete the Student Portion of the Teacher Report page and send it to four high school teachers of your choice (9-12th grades). The teachers will return the report to the counselor. Please list the names of the teachers below:
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- **Turn your completed blue packet in to your counselor at least 3 weeks prior to the date you need the letter mailed or submitted electronically.** The following items should be included;
 1. Page 1 of the Blue Packet completed and signed by parent and student
 2. Updated activities resume
 3. Responses to the prompts provided on page two
 4. Parent responses
 5. List of colleges or other recipients and accompanying due dates. (this may be amended at any time)
 6. Any accompanying forms required by the college or university or special instructions (college id #'s etc...)

****Include a stamped, addressed envelope if the letter is to be mailed**

Full Legal Name _____ "Go by" Name _____

PSHS ID _____ Date of Birth _____ Phone Number _____

E-mail Address _____

Street Address _____ City _____ State _____ ZIP Code _____

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 _____

**** Date Received by Counselor _____ First Due Date _____**

Student Prompts

College representatives report that the best letters are those that tell stories and bring the student to life. Help us tell your story by choosing 5 of the following topics or questions as answering them as 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. Typewritten responses are appreciated.

1. Discuss a book that you have found to be particularly meaningful. Describe its impact on your perspective, habits, relationships or goals.
2. What is your favorite quote? Why?
3. Describe your contributions to the learning environment, social atmosphere or overall climate at Plano Senior High School. Your response should include supporting evidence.
4. Discuss your opinions, beliefs and plans as they relate to a current political, economic or social issue.
5. Identify a personal struggle, conflict or challenge. Describe your role in the conflict, what steps you took (are taking) to find resolution and how the experience has transformed you.
6. Describe your family. How have relationships with your parents or siblings contributed to your personality or perspective. Provide at least two examples to illustrate your descriptions.
7. What are you like in class? Provide examples of specific projects or assignments that support your description.
8. Describe your favorite class. What impact has it had on you?
9. Describe your involvement in an extracurricular activity, club or organization. Highlight any leadership positions and the specific tasks you have originated, organized or completed.
10. Discuss a time when you believe that your personal integrity or character was challenged. What was your response? What do you wish you had done differently? Have your values/opinions changed as a result? How?
11. Describe any extenuating circumstances that might have affected your academic record, school performance or social development.
12. Describe the person you hope to be in ten years. How will you make that a reality?
13. **What is something that you believe a college admission representative should know about you? Why?**

Parent Prompts

Please assist us in creating a well-documented report of the personal, social and academic attributes of your child by responding to the following. Provide stories, anecdotes, and specific examples whenever possible. **This is the perfect time to brag!**

1. Describe a time when your son or daughter faced adversity. Describe his or her response, insight or lessons learned?
2. What has the educational experience been like for your son or daughter? Describe hurdles, challenges, and successes.
3. Describe a time when your son or daughter demonstrated independence, responsibility and/or leadership.
4. 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.

Activities Resume: Please provide a copy of your activities resume which includes extra-curricular activities, volunteer work, employment, offices held and honors earned since entering ninth grade. Do not use acronyms or abbreviations.

Student: Please fill in the student portion, copy everything below and email it to your teacher. The teacher will then forward their response to your counselor to be included in the counselor's report.

Teacher Report to Counselor

STUDENT PORTION

Student Name:

Prospective major:

Teacher Name:

Subject, year and class period:

What do you remember most about this class?

Please forward your response to *(insert Counselor Name)* by *(insert date needed by counselor)*

TEACHER PORTION

****** Please forward this to the counselor ONLY so that the student does not see this evaluation ******

Colleges are most interested in statements about how students perform in their classes. Please include any examples, anecdotes or memories that stood out and would best illustrate how the student contributes to the classroom environment. This is intended to be a concise summary, not a full recommendation letter.

If you are unable to supply a report by the deadline indicated, please inform the student. Thank you!