

Counselor Recommendation Packet

(Student Information to Counselor)

Dear Student:

Some college applications require a recommendation letter or comments from your counselor. In that event, you must provide your counselor with a **resume** and a completed Counselor Recommendation Packet.

Thank you for thoroughly completing this packet and turning it in to your counselor three weeks (15 school days) before your earliest application deadline. The more information you and your parents provide in your Counselor Recommendation Packet, the better.

List the names of PISD teachers to whom you gave paper forms or electronic submission slips for teacher information:

Colleges I'm Applying to

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

College		Common App. Texas	Apply TX	Other O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O
_____	Application deadline: _____	CA	TX	O

_____ ☆ For colleges not submitting through NAVIANCE (you will see a postage stamp icon), please attach addressed and stamped envelopes for each college.

Student's signature
Date
Counselor

PLANO WEST SENIOR HIGH SCHOOL

STUDENT PROFILE PACKET FOR COLLEGE RECOMMENDATION

Student's Full Name _____

Student ID# _____ Date of Birth _____

Complete Address _____

Home Phone Number _____

Cell Phone Number _____

E-Mail Address _____

All college recommendations are confidential in nature. Therefore, we ask that you sign below **BEFORE** asking your counselor to complete your college recommendation letter. A parent/guardian signature is required if you are not yet 18 years of age.

- I waive the right to see the recommendation submitted to the college(s) of my choosing.

Student Signature

Parent/Guardian Signature

TO THE STUDENT

- Fill out all parts of these pages. Be sure that your name, birth date, address and phone numbers are complete and legible.
- **Please include a complete detailed resume.** If you use an acronym for an organization, be sure to explain it if it is not a common one.
- When you respond to the questions, please be specific. 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!!! Don't be afraid to brag.
- Check with your teachers to see if they will complete teacher information and which format they would prefer to use for submission to your PWSH counselor. Give teachers paper forms or electronic submission slips, based on teacher preference.

PLEASE TYPE YOUR ANSWERS TO THE FOLLOWING STUDENT QUESTIONS

1. If you have not spent your life in Plano, explain your background (country of origin, languages, previous schools attended).
2. What's your passion? What intrigues you? What activity would you engage in even if it meant no monetary award or recognition?
3. Describe the assets/characteristics that will set you apart from thousands of other applicants applying for college.
4. How do your current activities (academic, volunteer, clubs and organizations, employment) help you achieve your personal goals?
5. Write about your experiences as a leader. How have you made an impact at Plano West or in your community?
6. How have you overcome an obstacle or conflict in your life? Be Specific.
7. Name three adjectives that describe you and explain each. (Avoid using diligent, determined, intelligent and hard-working).
8. What is your favorite quotation and why?
9. What have you learned from people whose world views are different from your own?
10. Are there extenuating circumstances in your life which have affected your grades (illness, death in the family, divorce, move, family problems, etc.)?

Optional – What do you want to get out of college besides a degree?

**PARENT INFORMATION TO COUNSELOR FOR
COLLEGE RECOMMENDATION LETTER**
(Please type your answers to the following questions)

To better personalize your child's college recommendation letter, your input is very important. Please share anecdotes which would illustrate any (or all) of the following:

1. Can you remember an incident in your student's high school career in which he/she acted in a way that exhibited a strong character quality (self-control, truthfulness, leadership, integrity, courage, resourcefulness, discernment, initiative, diligence, responsibility, flexibility, tolerance, determination, creativity, endurance, cautiousness, forgiveness, patience, etc.)? Please explain.
2. What motivates your child? How would someone notice this?
3. Explain how your child reacted to any unusual circumstances, situations, or challenges in the family.
4. What makes you proudest of your child? Anecdote essential!!!
5. Tell us in two or three sentences what you would like college admission counselors to know about your child.

TEACHER INFORMATION TO PLANO WEST SENIOR HIGH SCHOOL COUNSELOR

To the teacher: I am asking my Plano West counselor to write a letter of recommendation for my college application. Your insight into my academic performance, as well as my personal character, will be greatly appreciated by my counselor. Please return this form to my counselor within one week.

Student _____ Today's date _____

Teacher _____ Subject _____

School (if different than PWSH) _____ Please return to _____
(counselor's name)

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

The student WILL NOT see this evaluation

Average or below	Good (above average)	Excellent (next 10% this year)	Outstanding (top 5% this year)	One of the top few I have encountered in my career		N/A
					Academic motivation	
					Academic creativity	
					Academic integrity	
					Academic growth potential	
					Leadership	
					Sense of responsibility	
					Self-confidence	
					Warmth of personality	
					Concern for others	
					Emotional maturity	
					Reaction to setbacks	
					Respect accorded by faculty	

Your knowledge and assessment of the student is a vital part of the process. Please describe his or her strengths, weaknesses and classroom contributions. Anecdotes and examples are particularly helpful.

What observations have you made regarding this student's college readiness?

Electronic Submission Slip for Teacher Information

Student Name _____ ID# _____

Teacher Name _____ Course Title _____

Counselor Name _____

Note to teacher: Please submit to counselor within one week.

Electronic Submission Slip for Teacher Information

Student Name _____ ID# _____

Teacher Name _____ Course Title _____

Counselor Name _____

Note to teacher: Please submit to counselor within one week.

Electronic Submission Slip for Teacher Information

Student Name _____ ID# _____

Teacher Name _____ Course Title _____

Counselor Name _____

Note to teacher: Please submit to counselor within one week.

Electronic Submission Slip for Teacher Information

Student Name _____ ID# _____

Teacher Name _____ Course Title _____

Counselor Name _____

Note to teacher: Please submit to counselor within one week.