

## 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.
- Complete the top part of each of the teacher reports and provide one to each of 5 high school teachers of your choosing. The teachers will return the form to the counselor. Please list the names of the teachers below.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

- **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. Detailed responses to at least 5 of the prompts provided on page two
4. Parent responses with examples.
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
7. Any special instructions (college id #'s etc...)

\*\*Include a stamped, addressed envelope if the letter is to be mailed separate from a transcript

Full Legal Name \_\_\_\_\_ Nickname \_\_\_\_\_

PSHS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

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 their favorite letters are those that tell stories. Help us tell your story by responding to a **minimum of five** 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. 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 extra-curricular 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 son or daughter 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.

## Teacher Report to Counselor

*To be completed by student:*

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_

Subject \_\_\_\_\_ Semester and Class Period \_\_\_\_\_ Prospective major \_\_\_\_\_

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)

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\*\*\* The student will not see this evaluation\*\*\*

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*To be completed by teacher:*

Many college admissions departments and scholarship committees require a school report or counselor recommendation to accompany applications. Please assist us with the academic piece to this 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 believe that you will be unable to supply a report by the deadline indicated, please inform the student so that another teacher can be selected.** You may write your comments below or submit them via e-mail to the appropriate counselor. Thank you for your time and consideration.

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Date Received By Counselor \_\_\_\_\_