

A

SENIOR LETTER OF RECOMMENDATION PACKET

COUNSELOR RECOMMENDATION CHECKLIST FOR PRIVATE SCHOOLS AND SCHOLARSHIPS

Private colleges need a letter of recommendation. U.C. and California State Universities do not.

TO OBTAIN A LETTER OF RECOMMENDATION FROM YOUR COUNSELOR:

1) **Make an appointment** with your counselor (use 2 lines on the counselor sign-up sheet for approx 45 mins) at least one month before the first recommendation is due. (e.g. recommendations due by January 1st would require an interview by November 1st), early decision/action deadlines of November 1st would require an interview by October 1st.

2) If you need a **teacher recommendation**, see form B and contact teachers with all pertinent information.

3) **You MUST bring to the counselor interview the following:**

-A pocket folder containing all secondary school reports with the “Due Date” (form F) on the outside of the folder stating each college and the date the recommendation is due (in chronological order). For common application schools- please include one copy (including your signature). all forms must be completed and signed by student. **Include a stamped addressed envelope for each college.**

-A completed transcript request (form E) and cash or a check (payable to MVHS) for \$2 times the number of colleges (e.g. 5 colleges = \$10).

-A typed **resume** organizing what you have done while in high school (see sample form D)

-Completed **Student Brag Sheet** (form C)

-A copy of one of your **college essays**, or a sample of your writing.

-A Brag Sheet written by a parent. This should address the qualities they see in you that make you a viable college candidate. (form C)

-Mid year transcripts requests will be accepted by the Registrar after the winter break.

Please include all of the items from #3 above in one folder. The more organized you are the better. A thoughtfully handled process will achieve the best results for you and will be greatly appreciated by your counselor.