


GUIDANCE OFFICE
COPPELL HIGH SCHOOL
185 West Parkway, Coppell, Texas 75019

COUNSELOR LETTER OF RECOMMENDATION

Class of 2015

Counselors will be glad to write a letter of recommendation for any school that requires it (almost exclusively these are Common Application schools). The schools for which a recommendation is optional are usually the larger institutions and letters to those schools are more useful if an appeal is needed. If a counselor letter is sent initially, they will not accept it for the appeal. Thus we do not send letters to schools for which it is optional.

To see if a school uses the Common Application (thus you need a counselor letter of recommendation) go to Naviance, “colleges,” “colleges I’m applying to” and list all the schools to which you will be applying. Any school that has  (red CA) in the “submissions” column will be a school for which you will need to complete the Common Application. Instructions to complete the Common Application are on your Naviance home page.

Complete the following two steps if you need a letter of recommendation

1) Link your Common Application and Naviance

- a) **Common App** - Start the Common App at www.commonapp.org. Data you may need for it and further instructions are on a link on your Naviance home page.
- Complete the Education Tab
 - List at least one school
 - Under that school’s name will be “Assign Recommenders.” Click it and complete the “FERPA” statement. This is where you will be asked if you waive your rights or not to see letters of recommendation that are submitted on your behalf. **You may choose either and it won’t affect what we write but colleges will view what’s written for you a bit more favorably if you “waive” your rights.**
- b) **Naviance**
- Once you have completed the bullet points above for the Common App you will be able to link Naviance with your Common App enabling your counselor to send in your letters/forms.
 - Go to “colleges,” “colleges i’m applying to” and enter in the blue box the email you entered for the Common App. This will link the two together.

2) Complete This Packet

Complete the following items in this packet. Turn in your part to your counselor at least three weeks prior to the deadline for submission. **November 21 is the deadline for applications due in January** as that is the busiest time and the winter break limits the time to be able to do a thorough job.

- **College Listing** – Complete all three sections - schools for which you need a letter of recommendation, teacher(s) writing letter and the other schools that you are applying to.
- **Student Brag Sheet** – Answer completely, thoroughly and neatly - preferably typed. The more information you can give your counselor, the more he/she will be able to help you.
- **Resume** – An example follows. There is also a good format in Naviance under “about me / resume.” If you have yours from English class or from another source, you may use it.
- **Parent Brag Sheet** – Have a parent fill it out
- **Teacher Rating Form** – Give this form to three teachers who are not doing your letter of recommendation. Do that three weeks prior to your deadline so they can get it to us two weeks prior to your first deadline. **Be sure to fill out the top part completely**, including signing that you waive your rights to view the report.
- **Parent Permission to send Transcript** – If you are under 18 years of age, a parent/guardian must sign the “parent permission to send transcript” form that follows to allow your counselor to send your transcript when applicable.

COLLEGE LISTING

Last Name:_____ First Name:_____ Middle Name:_____ ID:_____

For all schools to which you are applying you must order your transcript through Naviance and you are also responsible for having your official ACT/SAT scores sent from collegeboard.com and act.org.

Schools for which I need a counselor letter of recommendation, school report form, etc.

School	Due Date	Why I Am Applying To This School

Teacher(s) writing letter of recommendation for above (one required usually):

_____ Submitting through Naviance? Yes___ No___

_____ Submitting through Naviance? Yes___ No___

Teachers (3) completing Teacher Rating Forms that are in the Counselor Recommendation Packet:

Other schools to which I am applying (no letter of recommendation required)

Date: __/__/__

Filling out this sheet helps your counselor to get to know you better and have information that will help in writing recommendations for scholarships, colleges, and awards. Do not be shy with your answers – this is a brag sheet, be very thorough, the more information you provide the better we can help you.

Last Name: _____ First Name: _____ Middle Name: _____

PERSONAL INFORMATION / QUESTIONNAIRE (this is where you aren't shy!)

1. What are your general goals for the future?
2. What career goals do you have and why?
3. What reasons / criteria were used in the selection of the schools to which are applying?
4. Any hobbies/special interests?
5. Any special talents?
6. Any unique endeavors (undertakings, travel)?

7. What do you consider your greatest strengths?

8. What are your proudest accomplishments and why?

A. Academic (major paper, science experiment, artistic project, etc.)

B. Personal

9. Describe what you feel sets you apart from other college applicants.

10. Briefly describe your most stimulating intellectual experience in recent years.

11. Briefly describe an instance when a person, event, book, article, film, etc. has caused you to change your thinking / way of life.

12. What are the first words that would come to someone's mind when describing you?

13. If there is anything else that you feel would be helpful but was not asked, please write below.

***SAMPLE
RESUME***
**THIS FORMAT OR
SOMETHING SIMILAR
IS NEEDED**

Bevo Longhorn
123 Guadalupe St.
Austin, Texas 78713
bevoxiv@texaslonghorns.com

EDUCATION

8/23/04-5/20/07

Longhorn Central High School

Austin, Texas

WORK EXPERIENCE

2/01/04-5/15/05

McBevo's (Austin, Texas)

Cashier

3 hrs/week

- Took customer orders and prepared feed bags for drive-thru
- Managed day-shift herd and prepared weekly schedules

6/11/06-8/01/06

Angus, Holstein and Angus, L.L.P. (Dallas, Texas)

Intern

15 hrs/week

- Assisted with preparation of civil rights motions related to the banning of cattle branding and sheep sheering practices

ACTIVITIES

10th-12th

(Includes extracurricular, community, religious and volunteer activities)

Longhorn Central High School Student Council

Member (10th-11th), Lead Horn (12th—Elected)

3 hrs/week

- Organized special movement of Longhorns to tutor horses, goats and sheep
- Represented the elder cattle in a "Eat More Chicken" leadership consortium

36 weeks/year

10th-12th

Save Our Skins Foundation

Member

1 hr/week

- Organized an anti-skinning rally involving 250 cows
- Picketed a local leather manufacturer for 24 hours

12 weeks/year

HONORS & AWARDS

9th

Texas' Shiniest Horns Award

- Selected from more than 850 longhorns in Central Texas

10th

All-District Horse Shoe Pitching Team

12th

Eagle Scout

**SKILLS, TALENTS &
ACHIEVEMENTS**

Languages

- Fluent in mooing, huffing and stomping

Musical Instruments

- Played various horns since 3rd grade

Communication Skills

- Extensive experience mooing to large herds

PARENT BRAG/INFORMATION SHEET

Date: __/__/__

The answers to the following questions are very useful in the completion of counselor letters of recommendation for college and for scholarships. The insights you have into your child's background, interests, special talents and ambitions can be very helpful. You may attach additional pages, if needed.

STUDENT'S PERSONAL DATA

Last Name: _____ First Name: _____ Middle Name: _____

1. Why would someone want to be your student's roommate?

2. What do you consider to be your child's outstanding accomplishments during the past three years? Why did you select these as the most important?

3. What motivates your student? How would someone notice this?

4. Describe the assets / characteristics that set your student apart from other college applicants.

5. What makes you the proudest of your student?

6. In what area(s) has your child shown the most development and growth during the past three years?

Please use the back for any other comments that you feel would be helpful or if your comments do not fit in the space provided above.

Parent Signature

Date

CONFIDENTIAL
Teacher Rating/Comment Form
Teacher - Please Return Directly To The Counselor

Please complete as quickly as possible. Students are asked to submit this to you three weeks prior to their deadline, so we may have it two weeks before their college material is due – thus we need this valuable information as soon as possible. Thanks.

Last Name: _____ First Name: _____ ID: _____

Counselor: _____ Reporting Teacher: _____ Class Taught: _____

I waive the right to view this report. _____
Student Signature Date

Comments Please: These are most important as they provide a valuable insight for which many colleges, scholarships are looking. We don't necessarily need a full-scale recommendation here or even complete sentences.....just a feel for the student. Specific examples are extremely important.

Ratings: Many select schools ask for the following information as to what is seen in the classroom.

General Ratings

	Average or Below	Above Average	Excellent; Top 15%	Outstanding: Top 5%	One of the Top Few in my Career	No Basis For Judgement
Academic Motivation						
Academic Creativity						
Academic Self Discipline						
Academic Growth Potential						
Leadership						
Warmth of Personality						
Sense of Humor						
Self-Confidence						
Concern for Others						
Energy						
Emotional Maturity						
Personal Initiative						
Reaction to Setbacks						
Respect Accorded by Faculty						

Teacher Signature: _____

Date: _____

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Personal Initiative						
Reaction to Setbacks						
Respect Accorded by Faculty						

Teacher Signature: _____

Date: _____

COUNSELOR'S OFFICE
COPPELL HIGH SCHOOL
185 West Parkway Blvd
Coppell, TX 75019
214.496.6142 Fax 214-496-6166

PARENT PERMISSION TO SEND TRANSCRIPT

Federal law requires that for any student under the age of 18, parental permission must be obtained to send a transcript or transcripts.

Student:

Last Name: _____ First Name: _____ ID: _____

Parent/Guardian:

I give permission to the Coppell High School guidance department to send transcripts to any colleges/universities and/or for any scholarship consideration that my child requests.

Name: _____

Signature: _____

Date: _____