

**Palmer High School Counseling Department**

**Recommendation Packet**

Requesting a COUNSELOR Letter of Recommendation All items must be attached prior to submitting this packet to your counselor.

Student Name \_\_\_\_\_ E-mail \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Number of sisters \_\_\_\_\_ Number of brothers \_\_\_\_\_

Intended college majors or areas of study:

\_\_\_\_\_

**Colleges you have selected for application (fill out completely – include due dates under appropriate column)**

School Name	Decision Type	Due Date	Counselor Letter Y/N	Online/Common App?	Paper Application?

List two Palmer Teachers who know you well: \_\_\_\_\_

I, \_\_\_\_\_, give my counselor \_\_\_\_\_ permission to disclose information regarding my academics and progress while at Palmer High School as part of the letter of recommendation and college admission process. I waive my right of access to review the completed background forms and recommendations written. I understand that these items will be sent directly to the colleges, scholarships, or other programs either through secured online sites, email or sealed envelopes. These letters will be kept confidential per the Family Educational Rights and Privacy Act (FERPA).

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

(Continued on the back of form)

**TEST SCORES** – it is your responsibility to send official SAT or ACT score reports to each university/college. Palmer does not send them except via your transcript. Pay attention to what each school requires. Most will require either the SAT or ACT.

**COMMON APPLICATION** – You must list the colleges you are applying to in Naviance, even if the colleges use the Common Application.

On a separate sheet of paper type your answers to the following questions. Keep in mind the more detailed your answers the more personalized our letters of recommendation can be!

1. How would you describe yourself? How would a friend describe you?
2. What aspect of your high school years have you enjoyed the most and why?
3. Tell me about one significant activity (may include community service, athletics, or volunteering) that you have been involved in. What was your role in the activity and what impact has it had on you?
4. How did you spend the past 2 summers? Provide detail.
5. Why should college admissions choose you over another candidate? What makes you special and different? What will you add to their campus? (Examples may include academics, activities, travel, athletics, hobbies, your personality, work experiences, etc. but you must give a detailed explanation of the area you pick.)
6. What aspect of your academic experience would you wish to have pointed out as strength? Why?
7. Describe any circumstances that might have affected your school performance, positive or negative.
8. The class I enjoyed the most is \_\_\_ and why?
9. If you have had a job in the past two years, where did you work and exactly what were your responsibilities? Why did you like or not like this job?
10. What is your education or career goal?
11. Please pick one of the following areas that pertain to you and discuss your participation, offices held, honors or awards received, time spent on the activity and what the activity has meant to you.

Student Government  
Religious Group  
School Club

Dance  
Choral Group  
Band or Orchestra

Cheerleading  
Athletic Team  
Community Group

Employment  
Other Activities  
Theatre Group

**Attach to this sheet:**

<ul style="list-style-type: none"><li>• The typed answers to questions 1-11</li></ul>	<ul style="list-style-type: none"><li>• <b>(recommended)</b> any college admission essay, personal statement or short answers</li></ul>
<ul style="list-style-type: none"><li>• Your current term grades</li></ul>	<ul style="list-style-type: none"><li>• <b>(recommended)</b> completed Family Brag Sheet</li></ul>
<ul style="list-style-type: none"><li>• Your resume</li></ul>	

**Important Information:**

- Submit your Recommendation Packet to your counselor no later than 3 weeks prior to your first deadline.
- Common Application forms will be submitted through the Common Application website.

**Palmer High School Family Brag Sheet – OPTIONAL**

**STUDENT NAME:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_ **RELATION:** \_\_\_\_\_

*We know that parents/guardians/ family members have their own unique history and perspective on students. If you have something you would like to share about your student, please take a few minutes to answer the following questions about your son/daughter/family member. We appreciate your input as your student's last year of high school gets underway.*

*Please note: This sheet is both optional and informal – we do not want anyone to be concerned with spelling or grammar. This is simply another way for us to get to know and understand your student.*

**1. Most often, we see this young person as a student within the school environment; please share something significant about them that we would likely not see in school.**

**2. What would you describe as their strengths? How do these strengths show up in your household or dayto-day life?**

**3. As we write our letters, is there anything you would like us to know or consider about this student?**