

Name: \_\_\_\_\_

ID # \_\_\_\_\_

Learner Email Address: \_\_\_\_\_

# PLANO ISD ACADEMY HIGH SCHOOL



*Counselor  
Recommendation  
Packet*

# Counselor Recommendation Packet (Student Information to Counselor)



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 giving the counselor two week's notice. The more information you and your parents provide in your Counselor Recommendation Packet, the better.

## 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.	Apply Texas	Other
_____	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

## 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. This 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.
- **Turn your completed blue packet in to your counselor at least 2 weeks prior to the date you need the letter mailed or submitted electronically.**
- The following items should be included:
  1. Completed and signed Blue Packet
  2. Updated Activities Resume
    - This includes extra-curricular activities, volunteer work, employment, offices held and honors earned since entering ninth grade. Do not use acronyms or abbreviations.
  3. Detailed responses to at least three of the prompts provided on page three
    - These responses can be typed or emailed to your counselor
      - Robin Wiley (Last names A-L)
        - Robin.Wiley@pisd.edu
      - Pam Conner (Last names M-Z)
        - Pam.Conner@pisd.edu
  4. Parent responses with examples
    - These responses can be typed or emailed to your counselor
      - Robin Wiley (Last names A-L)
        - Robin.Wiley@pisd.edu
      - Pam Conner (Last names M-Z)
        - Pam.Conner@pisd.edu
  5. Any accompanying forms required by the college or university
  6. Any special instructions (college id #'s etc...)
  7. Include a stamped, addressed envelope if the letter is to be mailed separate from a transcript

**Student Prompts** – (Please do not submit online.)

College representatives report that their favorite letters are those that tell stories. Help us tell your story by responding to a **minimum of three** 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. Responses can be typed and emailed to your counselor.

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 Academy High School. Your response should include supporting evidence.
4. 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.
5. 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.
6. What are you like in class? Provide examples of specific projects or assignments that support your description.
7. Describe your favorite class or subject. What impact has it had on you?
8. 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.
9. 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?
10. Describe any extenuating circumstances that might have affected your academic record, school performance or social development.
11. Describe the person you hope to be in ten years. How will you make that a reality?
12. What is something that you believe a college admission representative should know about you? Why?
13. What's your passion? What intrigues you? What activity would you engage in even if it meant no monetary award or recognition? Why?
14. Write about your experiences as a leader. How have you made an impact at PAHS or in your community
15. What have you learned from people whose world views are different from your own?

**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.

Responses can be typed and emailed to your learner's counselor. **This is the perfect time to brag!**

**Please choose three to respond to:**

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.
5. What motivates your child? How would someone notice this?
6. What makes you proudest of your child? Anecdote essential!!!