

**Central Academy**

Counseling Department

Class of 2023

Counselor/Teacher Recommendation Form

* **Letters are to be requested AT LEAST 10 WEEKDAYS prior to the postage deadline or application due date.**
* Meet with your counselor or teacher to discuss your letter of recommendation.
* Once you have decided on the appropriate teachers, supply EACH teacher with a copy of this form. Most colleges/universities will require two letters of recommendation from CORE area teachers with an optional third letter.
* Take the form, your resume (if available) and any necessary application forms (if not submitting online) to your teacher/counselor and politely request a letter of recommendation from them.
* **WRITE A THANK-YOU NOTE TO ALL TEACHERS WHO WRITE YOU A LETTER!**

Student Name: Date Requested:

Student Email: Phone:

I will be applying to the following colleges/universities/scholarships:

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| College/University/Scholarship | Application Due Date | Send via Mail | Upload Online |
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1. Which teachers will be writing a recommendation for you?
2. What potential majors or careers are you considering right now (it’s ok if you don’t know)?
3. Are you a first-generation college student?

If no, where did your parents attend college?

1. Provide a short description of your high school experience. How have you evolved from 8th grade to this point? List some highlights of your high school career.
2. If I asked a few teachers to describe you as a student, what do you think they would say? Provide one or two examples of this description.
3. Have your academic success or grades been impacted by personal or family obstacles? Please describe (this information will be kept confidential among school staff, but, with your permission, may be disclosed in the counselor letter of recommendation if pertinent).
4. Where do you see yourself in 10 years?
5. What are your top 2-3 activities outside of class? Describe them, any leadership positions you have taken, and explain why they are your favorite. These activities can be school related or completely separate.
6. What experiences in the last few years have “turned you on” academically/intellectually? Please describe.

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1. What is the worst thing that has ever happened to you? How did you cope with the situation? How has it affected you? What did you learn about yourself? What is the best thing?
2. Are you applying test-optional or should I submit assessment scores with your transcript? Please note that ALL test scores are included if I send them (including AP scores)
3. Use the remainder of this form to provide me any other information that would help to write an effective and impactful counselor letter of recommendation.