



COUNSELOR RECOMMENDATION CHECKLIST

* 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 15 school days before the first recommendation is due. (e.g. recommendations due by January 1st would require an interview by November 22nd, early decision/action deadlines of November 1st would require an interview by October 18th).
- 2) If you need a **teacher recommendation**, contact teachers with all pertinent information.
- 3) **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). Do not include UC & CSU, only Private Schools.
 - ❑ **A completed transcript request** (form E) and cash or a check (payable to PHS) for \$5 times the number of colleges (e.g. 5 colleges = \$25). This will cover stamps, school envelopes, processing, mid-year and final transcript. UC & CSU – Transcripts not required. **DO NOT BRING YOUR OWN ENVELOPE.**
 - ❑ A typed **resume** organizing what you have done while in high school (see sample form D)
 - ❑ Completed **Senior Questionnaire** (form C)
 - ❑ A copy of one of your **college essays**, or a sample of your writing.
 - ❑ **An optional letter written by a parent.** This letter is encouraged and should address the qualities they see in you that make you a viable college candidate. (Only address high school period)
 - ❑ **Mid year transcripts requests** will be requested in December. Do not include them in your folder.

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.