

WOODROW COUNSELOR RECOMMENDATION REQUEST

*Must be submitted at least two weeks with all necessary information before returned by counselor
Recommendations due by January 1 or later must be submitted by December 3*

Attach this cover sheet to every different recommendation request with applicable portions completed.
ATTACH an envelope to seal each paper recommendation in.

1. **The counselor will contact you when the recommendation is done.** If the application is being completed electronically (like the common application), the transcript and secondary report is all sent electronically. However, if the information is completed on paper, you must pick it up from the counselor and mail all application information to the organization in one manila envelope (they want it this way).
2. If you are nervous about it getting lost in the mail, **send it return receipt requested** to put your mind at ease.

Counselor: _____ Date received: _____

Student Name: _____

Phone: cell _____ Home: _____

Email: _____

Early Decision _____

Early Action _____

Regular Decision _____

Name of college/scholarship/application (list multiples on back): _____

Published college or scholarship deadline Date: _____

Recommendation request includes:

For college application Secondary Report (Common App or Private)

- ___ Give out at least 3 teacher Rating Sheets to be given to counselor (core classes/ long term activity)
- ___ Secondary School Report completed online or on paper (Common App notifies counselor when ready online)
- ___ Resume of activities and service (May use career cruising)
- ___ Student Information Sheet
- ___ Parent Information Sheet (very helpful)
- ___ Copy of SAT or ACT scores taken recently and not on transcript yet
- ___ SAT subtest scores (if applicable) from your student account on College Board website

Scholarship application Picture (if required)

- ___ Circle 1 Need official transcript (you order from registrar in attendance office) or unofficial transcript (counselors can print)
- ___ Resume of activities and service (May use career cruising)
- ___ Student Information Sheet completed
- ___ Parent Information Sheet (very helpful)
- ___ Copy of SAT or ACT scores taken recently and not on transcript yet

For Office Use Only

Date Application Completed _____ Date Recommendation picked up _____

Date Student Contacted 1st _____ 2nd _____ 3rd _____

Type of contact: _____