

_____ Transcript Paid
_____ GAfutures

_____ Mrs. Salo (Last Names A-Cris)
_____ Ms. Auls (Last Names Crit-Hixs)
_____ Ms. LaManque (Last Names Hixt-Moor)
_____ Ms. Walker (Last Names Moos-Sant)
_____ Dr. Days-Dee (Last Names Sanu-Z)

Request for Counselor Recommendation

Name _____ Student ID # _____

Student Cell # _____ Home # _____

Student Email Address: _____

Letters of recommendation may be required for colleges/universities, scholarships, military service, or workforce employment. **Please use the attached form to provide background information to your counselor so they can write a strong letter on your behalf!**

Please be reminded:

- 1.) Your recommender needs time to put together a good letter, so make sure you provide them with plenty of notice (one month lead time is appropriate, but two weeks is the very least). For letters needed prior to winter break or by January 15th, you must return this completed form no later than December 2nd.**
- 2.) Seek out the Parkview HS staff members who know you best to request recommendations.**
- 3.) Waive your confidentiality rights, when asked, on the college application to ensure that colleges know that your recommender felt the freedom to comment honestly.**

**** Because recommendations are confidential, when a hard copy is required they will be sent directly to requesting institutions in officially sealed envelopes.**

College /University / Scholarship Name	Electronic-(<i>Common/Coalition App, SendEdu, etc.</i>) or Mailing Address	Submission Due date
1.		
2.		
3.		
4.		
5.		

Directions: Answer the following questions thoroughly. Attach responses to the following questions to your Record of Achievement (Senior Resume'). Turn in both the Record of Achievement and Questionnaire Responses to the Counseling Office (Counselor) or via email when requesting any type of recommendation. Please type or print responses legibly.

1. List 3 - 5 adjectives to describe yourself and how they apply to you. For example, do you think you are sensitive/ have concern for others? Why? Do you have a really good sense of humor? How so? What are some of your best personal characteristics? How do you know that? Please describe in detail how teachers /peers would describe you and why they would describe you that way.
2. What are your greatest strengths?
3. What are your greatest weaknesses? How are you working on overcoming these weaknesses?
4. What is special or unique about you that you would want a college/university to know? Name any special talents you have. (Do you dance, play the piano, are you artistic, fluent in other languages, etc.)
5. What sets you apart from your peers?
6. What do you think has been your most important contribution to your high school or community?/ What do you believe to be your greatest accomplishment?
7. Have you taken on any special projects outside of school that you are particularly proud of?
8. Have you faced any personal hardships while you were in high school? How did you overcome them?
9. What are your future career aspirations? What is your intended area of study (major)?
10. Will you be the first in your family to pursue a college degree?
11. Write a quote to describe yourself.
12. Please provide any additional information that you would like for your counselor to know.

The following information may be needed for your college applications:

Parkview High School
998 Cole Drive
Lilburn, GA 30047
School Phone # 770-921-2874

CEEB# 111826
Counseling Office # 770-806-3795
Counseling Fax # 678-380-7243

- **Weighted GPA's** are on GCPS transcripts.

I have completed everything on this form. If I am unsure about anything, I have asked for clarification.

Student's signature _____ Date: _____