

Instructions for Secondary School Report/Counselor Forms AND Teacher Recommendations

The **Secondary School Report** or **Counselor Recommendation Form** is a comprehensive evaluation form many colleges/universities require as a part of the student's application. Your counselor (administrator) completes this report, adds an official transcript, and usually a letter of recommendation.

1. Complete Counselor or Teacher Packet Cover Sheet affixed on a 10 x 13 Envelope containing the following items #2-5
2. Complete Secondary School Report Forms
3. College & Scholarship Recommendation Form (CSRF), Senior Questionnaire & Parent Assessment
4. 1 Unofficial transcript with test scores
5. 9 x 12 Envelope for each college properly addressed with three 44 cent stamps affixed.

For Counselor (Administrator) packets only: Official Transcripts/One for Each College you are requesting a letter (you will provide to administrator at a later date)

STEP BY STEP INSTRUCTIONS for PUTTING TOGETHER THE PERFECT PACKET

Step 1: Securely tape the completed Counselor or Teacher Recommendation Cover Sheet to the outside of your 10x13 envelope.

Step 2: Place a stapled copy (in this order) of your CSRF, Senior Questionnaire, Parent Assessment, Unofficial Transcript with Test Scores in the 10x13 envelope. (Set aside for step 6)

Step 3: On each 9x12 envelope write the name and address of the college to which you are applying in the middle of envelope. Write Leland's address in upper left corner. Place three .44 stamps in upper right corner.

Leland High School 3= .44 stamps
6677 Camden Ave.
San Jose, CA 95120

Occidental College
(Undergraduate Admissions)
1600 Campus Rd
Los Angeles, CA 90041

Step 4: For the Secondary School Report, complete only the student sections. Make sure you have signed your name in all the required places.

Step 5: Put each Secondary School Report and/Counselor Recommendation Form in their respective 9x12 addressed envelopes.

Step 6: Place all of the 9x12 envelopes in the 10x13 envelope (that already has all the items from Step 2 inside).

Step 7: Turn in completed Counselor/Administrator packets to the Career Center by **October 2nd**. Turn in completed Teacher packets to the teacher writing your letters of recommendation.

Step 8: For the Counselor/Administrator Packets ONLY: Request your official transcripts between **10/12-10/20** from Mrs. Johnson in the Main Office using the **Transcript Request Form**. Transcripts are \$6.00 each, **cash only**. When you pick up your transcripts, they will be in sealed envelopes. Print your name on the front of each envelope, and give them to your recommender to add to your packet.

All letters of recommendation with official transcripts will be sent directly to the college or university (unless the administrator contacts you).

Helpful Information:
Leland High School
6677 Camden Avenue
San Jose, CA 95120
Phone: (408) 535- 6290; Fax: (408)927-6448
CEEB Code: 053091

A list of who is writing the counselor letters will be posted in the Career Center on Mrs. Albers's desk and Career Center Bulletin Board and outside Mr. Tenorio's office. When this list is available we will notify you through Prep HQ.

Cover Sheet for Counselor/Administrator Recommendation Request Envelope

PRINT: Student's Last Name	First Name	Student ID#
Student E-mail Address (print neatly)	Home Telephone Number	Student Cell Phone Number

If you have a preference for an Administrator, circle their name: Liz Chamberlin, Dorothy Kennedy, Victoria Kim, Mark McClure, Robert Perez, or Daryk Tenorio. We will try to accommodate your request.

Checklist for this 10 x 13 envelope there should be:

- ___ **Stapled copy of my CSRF**, Senior Questionnaire, Parent Assessment, Unofficial Transcript with test scores.
- ___ **Secondary School Report/Counselor Letter** and completed all student information.
- ___ **College Recommendation Forms** in corresponding properly addressed and stamped 9x12 envelopes (unless the college requests another size).
- ___ If using Common Application, enclose a copy for each college.
- ___ **Submit by October 2nd.** (I realize that if I do not make the deadline, I may only be able to get a generic letter.)

For colleges that do not have a Counselor Recommendation Form or Secondary School Report but instead are requesting a letter on letterhead, make sure to check the appropriate box in the table below indicating no form included and provide any instructions. You will also need to provide a 9x12 stamped and addressed envelope for that college/university's letter. If you want the administrator to submit your **recommendation online**, you will need to ask them in writing if they are willing to do so. If "yes", you will need to provide instructions to do the online submission. Should you need to provide an e-mail address for the counselor you can give them Daryk_Tenorio@sjusd.org, or Joan_Albers@sjusd.org. After you know the name of the administrator writing your counselor recommendation you can input their information. You will need to follow instructions from the college regarding the submission of your official transcript.

List all Colleges and Scholarships to which you are applying in the order they are due.

Name of College	Early Decision, Early Action, Regular Decision, or Rolling Admissions?	Indicate if using college form or if request for letter only	Postmark Due Date for Administrator
1.			
2.			
3.			
4.			
5.			
6.			

Teacher Recommendation Cover Sheet

Print Student's Last Name First Name Student ID#

Student E-mail Address (print neatly) Home Telephone Number Student Cell Phone Number

Name of Teacher

CHECKLIST for this 10 x 13 envelope:

- ___ **Stapled copy of CSRF**, Senior Questionnaire, Parent Assessment, Unofficial Transcript with test scores.
- ___ **Teacher Recommendation Form** (if needed) with all student information completed, in corresponding properly addressed, stamped envelope.
- ___ If using Common Application, enclose a copy for each college.
- ___ **9x12 addressed envelope** for each college (unless the college requests another size)
- ___ **Submit by *October 2nd***. (I realize that if I do not make this deadline, I may only be able to get a generic letter.)

For colleges that do not have a Teacher Recommendation Form but instead are requesting a letter on letterhead, make sure to check the appropriate box in the table below indicating no form included and provide instructions. You will also need to provide a 9x12 stamped and addressed envelope for that college/university's letter.

If you want the recommender to submit your **recommendation online**, you will need to ask them if they are willing to do so. If "yes", you will need to provide them with instructions how to do the online submission. Because the district blocks many e-mails, ask the recommender if they are willing to provide you with a personal e-mail address.

List all Colleges requesting a Teacher Recommendation in the order they are due.

Name of College	Note if Early Action or Early Decision (EA or ED)	Forms from college included (Check ✓)	Date You Plan to Send In Application	Postmark Due Date for Teacher
1.				
2.				
3.				
4.				
5.				
6.				