

COUNSELOR RECOMMENDATION REQUEST

My counselor is:

Mrs. Campbell-Michaels Mrs. Gros Mr. Hennes Ms. Martorano Mrs. Tompkins Mrs. Van Anda

Your full legal name: _____

IMPORTANT!

Recommendations must be requested **10 working days** prior to your deadline to ensure timely processing of your requests.

On the back of this form, please list the colleges / scholarships for which you need a recommendation.

Have you completed the Recommendation Letter Questionnaire found under the "About Me" tab on Family Connection? Yes No

(must complete ASAP)

Is your resume (circle one): Attached On Family Connection

YOU ARE NOT DONE UNTIL YOU...

1. Request your ACT/SAT scores be sent to colleges directly from the testing services at least 10 days prior to your deadline.
2. Order your transcript through **Parchment** at least 10 days prior to your deadline. (Link in Family Connection.)
3. Submit all application materials to the college/university such as personal statements, resumes, residency form etc.
4. If your college application requires teachers' recommendations, provide your teachers with all necessary forms and a stamped, addressed envelope for each college at least 10 days prior to your deadline. Use **BMCHS Guidance Office, 3901 Edgewater Drive, Orlando, FL 32804** as the return address.
5. Mark you application as complete in Family Connection under "Colleges."

By signing below I understand all of the above.

Student Signature: _____

Date Submitted: _____

REMEMBER!

*Recommendations must be requested **10 working days** prior to your deadline to ensure timely mailing of your materials.*

If applying to more than four schools, please copy this side of the form and attach

College/University: _____

Your counselor should expect an email from:

Common App Coalition SEND Edu College Not Applicable

I need the following for this school: Letter of Recommendation School Form Both

Have you attached a separate form for this school? Yes No Invited on-line

This is for: A Scholarship (information about scholarship is attached) Admission Both

This needs to be submitted by: _____

College/University: _____

Your counselor should expect an email from:

Common App Coalition SEND Edu College Not Applicable

I need the following for this school: Letter of Recommendation School Form Both

Have you attached a separate form for this school? Yes No Invited on-line

This is for: A Scholarship (information about scholarship is attached) Admission Both

This needs to be submitted by: _____

College/University: _____

Your counselor should expect an email from:

Common App Coalition SEND Edu College Not Applicable

I need the following for this school: Letter of Recommendation School Form Both

Have you attached a separate form for this school? Yes No Invited on-line

This is for: A Scholarship (information about scholarship is attached) Admission Both

This needs to be submitted by: _____

College/University: _____

Your counselor should expect an email from:

Common App Coalition SEND Edu College Not Applicable

I need the following for this school: Letter of Recommendation School Form Both

Have you attached a separate form for this school? Yes No Invited on-line

This is for: A Scholarship (information about scholarship is attached) Admission Both

This needs to be submitted by: _____