

Counselor Letter of Recommendation

Many colleges will also require a counselor letter of recommendation. The purpose of this letter is to highlight the student's accomplishments both within the school setting and in the outside community. This is also an opportunity for the counselor to explain any personal issues the student may have experienced during their high school years. The counselor letter can also give context to the student's transcript if there was a bump in the road academically. It is important for the student to communicate with the counselor regarding any concerns that may need to be addressed in the letter of recommendation.

PVHS Counseling Department has a deadline for requesting letters of recommendation. For early applications, the deadline is during the first week of October. For regular applications, the deadline is during the second week of November. (Check www.pvhigh.com for specific date during the senior year.)

Students in need of a counselor letter of recommendation must complete the Senior Packet Procedure as outlined. The Senior Packet contains the following information:

- The PVHS College Recommendation Questionnaire: This document is intended to solicit information regarding a student's academic accomplishments, personal qualities and characteristics, and community and school contributions. The information you provide in your packet will be used by your counselor to illustrate your most salient characteristics, so please fill out the packet completely.
- PVHS College Recommendation Personal Rating Form: Students are asked to self-evaluate and rank their personal characteristics. A similar form is part of the secondary school report form completed by the counselor and sent along with the letter of recommendation to colleges.
- Personal Letter: Students write their own college letter of recommendation, highlighting the achievements which they believe are most important. This is the student's opportunity to offer specific information regarding both their academic and personal accomplishments.
- Parent Evaluation Letter: This is the parents' opportunity to highlight information about their child that could not be gleaned from only school records and the college application. Parental insight makes a tremendous difference in the quality of the finished letter, particularly when parents provide anecdotes and pertinent information not found in the college application.
- Peer Evaluation: A peer will offer yet another perspective to how the student interacted with others both in and out of school.

If you are applying ONLY to a University of California (UC) or a California State University (CSU) you do NOT complete this packet. These campuses do not accept letters of recommendation.

More information regarding letters of recommendation may be found on the school website: www/pvhigh.com under Counseling Office>Letters of Recommendation