

## PVHS Counselor Letter of Recommendation Packet

To request a letter of recommendation for your college application or scholarship program, complete the checklist below and give your completed folder to your counselor at least two weeks before your first deadline. Permission to release educational records must be completed and signed to have letter written.

**Late requests will not be honored. Regardless of college/university deadlines, all completed Letter of Recommendation Packets are due by:**

- **October 9, 2009 Early Applications**
- **November 13, 2009 All Other Applications**

**If you are applying to UC or CSU campuses, no paperwork is needed from counselors. They DO NOT require or accept letters of recommendation.**

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.

### Check List for Letter of Rec. Packet

- Student thoroughly completes Letter of Recommendation Packet including a typed college questionnaire, peer evaluation, parent and personal letter.
  - Complete the transcript request form. Pay for transcripts in the student store. Return transcript form, stamped paid, to the counseling office.
  - For each college you must include an 8 ½ x 11 manila envelope:
    - Addressed to the college
    - Three Stamps
    - Return Address: Palos Verdes High School  
600 Cloyd Road  
Palos Verdes Estates, CA 90274
  - Complete the student section of the PVHS Secondary School Report Form. After your counselor completes the remainder of the form, copies will be made for each school that requires one.
    - We ALWAYS use the PVHS Secondary School Report for every school that requires one. We do NOT use the Secondary School Report Form provided by the colleges/universities or the Secondary School Report Form that accompanies the Common Application.
  - Put all the aforementioned items into the folder. Complete the form on the outside of the folder. Put in a request to meet with your counselor, indicating you have completed your letter of recommendation packet. Your counselor will set up a time to interview you regarding your letter of recommendation.
- \* Counselors will mail the high school transcript, school profile, Letter of Recommendation and PVHS Secondary School Report to each college/university requested.
- \* Mid-year reports need to be turned in to the counselor after first semester is completed. We use the PVHS Mid-Year report form for every school that requires one.

### Check List of Items Student Will Mail Separately

- Send applications and fees before due date.
- Send official test scores directly from the testing agency (CollegeBoard or ACT) to all colleges student is applying to.