

**Checklist for Counselor Recommendation Letter**

**\* Must be requested 3 weeks prior to first college application due date**

Name:

Phone (Cell if available):

Date submitted by student:

Email:

Check List:

- Copy of Student Brag Sheet
- Parent Brag Sheet
- One (1) Copy of Resume
- One (1) Copy of College Essay
- One (1) Completed Copy of AISD Scholarship Application
- One (1) Copy of Completed Secondary School Report
- Stamps (postcard and regular) – large envelopes will be provided by counselor
- Addressed regular envelope, for mid-year report, for **EACH** college you're applying to that requests it
- Teacher Recommendations:

Teachers Name:

Teachers Name:

College Name	Date Due	Transcript Included? Yes or No	Teacher Recommendation(s) Included? Yes or No	Apply Texas (Public) or Common App (Private)?	Mid-year report requested? Yes or No	Date Counselor Mailed

\*\*Remember to write thank you notes to each person who has written a recommendation letter for you. Also, if you received a scholarship, send a thank you note to the donor.