



## How to Complete and Submit Your Counselor Letter of Recommendation Questionnaire

Dear Senior Class of 2020,

Some college applications require a letter of recommendation from your school counselor. Please check your college's application requirements. If you need a letter of recommendation from your counselor, you must complete and submit the Counselor Letter of Recommendation Questionnaire.

### Reminders

- Please ask for letters of recommendation at least 3 weeks before your earliest application deadline.
- You must submit a complete Counselor LOR Questionnaire and waive your rights to view the letter.
- For the colleges on the Common Application, please send your transcript from Parchment to the Common Application. Your recommendation can be submitted only after you have ordered your transcript to the Common Application.

To open, download, and submit the Counselor Letter of Recommendation Questionnaire:

1. Go to <https://4.files.edl.io/4bb7/08/29/19/184756-11761743-4cb1-4281-ab87-676c56ef562c.pdf>
2. Download the document to your device and open it as a PDF to fill it out. Please write thoughtful and thorough responses and remember to save your work often!

The screenshot shows a PDF document titled "Mater Dei High School Counseling Department Counselor Letter of Recommendation Questionnaire". It includes a logo for Mater Dei High School and the following sections:

**Directions:**

- ✓ Please submit the completed questionnaire to: <https://goo.gl/forms/J4RqW2E4LqCJxfrx1>
- ✓ This questionnaire will assist your counselor when writing your letters of recommendation. Keep in mind that your counselors and teachers are writing your letters to provide information and impressions of the you, that cannot be captured in your application. It is very important that you take time to answer each question thoroughly.
- ✓ Please fill out this questionnaire as accurately and completely as possible.
- ✓ Letter of Recommendation is not needed for CSU or UC applications.

**STUDENT INFORMATION**

First Name:	Last Name:
MDHS E-Mail:	Personal E-Mail:

Are you a First Generation College Student? (neither parent graduated from a 4-year college in the US)  Y  N

Does your family receive financial aid at Mater Dei?  Y  N  
(If yes, please ask your counselor whether you qualify for application/testing fee waivers)

Do you have any siblings?  Y  N If yes, how many? \_\_\_\_\_

Do you plan to play a sport in college?  Y  N If yes, what sport? \_\_\_\_\_  
(If playing a sport in college, please make sure to register with THE NCAA/NIH Eligibility Center)

**REFLECTIVE INSIGHT QUESTIONS**

1. What is your planned major? Why do you wish to pursue this major or career? How have you explored this interest? How does this match with what you would like to achieve in your life after college?

Tip: Save a copy of the form to your device first. Do not work in your web browser's document viewer, as you may lose your responses.

3. Once you have completed filling out the document, save as a PDF and submit to: <https://goo.gl/forms/J4RqW2E4LqCJxfrx1>

In the form:

1. Enter your email address
2. Type in your name (last and first)
3. Select your counselor
4. *Optional:* Enter your earliest application deadline date
5. Upload your completed PDF file by clicking "add file" and then selecting your document
6. *Optional:* Upload a copy of your resume by clicking "add file" and then selecting your document
7. Click "SUBMIT"