



# 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 letter 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/be6b/03/22/19/211857-130ae82c-9888-4202-913e-5e6a7ec4e234.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!

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Mater Dei High School  
Counseling Department  
Counselor Letter of Recommendation Questionnaire

**Directions:**

- ✓ Please submit the completed questionnaire to: <https://goo.gl/forms/J4RqW2E4LqCJxfr1>
- ✓ 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)	<input type="checkbox"/> Y <input type="checkbox"/> N
Does your family receive financial aid at Mater Dei? (If yes, please ask your counselor whether you qualify for application/testing fee waivers)	<input type="checkbox"/> Y <input type="checkbox"/> N

**Tip:** Save a copy of the form to your device first and open it as a PDF. Do not fill out the form in your web browser 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/J4RqW2E4LqCJxfr1>

Counselor Letter of Recommendation  
Questionnaire 2019-20

Dear Student,

The MD Counseling Department would like to thank you in advance for completing the Counselor Letter of Recommendation Questionnaire. This questionnaire is very important, as the information you provide will assist your counselor when he/she writes letters of recommendation for you. Please respond to the questions honestly, thoughtfully, and thoroughly and provide specific examples whenever possible. There is a student section and a parent/guardian section.

The 2019-2020 Counselor Letter of Recommendation Questionnaire and instructions can be found at <https://4.files.edl.io/be6b/03/22/19/211857-130ae82c-9888-4202-913e-5e6a7ec4e234.pdf>. Please download this PDF to your device and save often as you are working on it. You are welcome to submit your questionnaire as soon as you have completed it (spring of junior year, summer, or fall of senior year). In order for your counselor to write a letter of recommendation, this questionnaire must be submitted at least 3 weeks in advance of your first application due date.

In the google form:

1. Enter your email address
2. Type in your name (last and first)
3. Select your counselor
4. *Optional:* Enter 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"