

## Letter of recommendation information:

The Letter of recommendation form link is : <https://forms.gle/mQ5NimDAb8gn6xaW6>

You can also locate this in Google Classroom with instructions.

### Additional points regarding counselor letters of recommendation.

- Your school counselor cannot complete a letter of recommendation for you unless you have **completed the letter of rec. info Google form found on our Northside High School Guidance page.**
- **Completing the form DOES NOT mean that a letter will automatically be written for you.** There are over 300 seniors and all of you do not need a letter (but completing the info sheet still gives your school counselor more info to advocate for you to college/university representatives, make scholarship and college recommendations for you according to your areas of interest, etc..)
- **If you are applying through Common App, you do not need to request a letter from your school counselor.** We can look at the schools that you are applying to and see if you have any that require a letter. If you do, we will upload a letter of rec. for you automatically as we are completing the counselor report (you must add your school counselor's email as you are setting up your profile in order for the student report and counselor report portions of the common application to be completed for you).
- If you are applying directly through the college/university website, there **may be a counselor form that is generated and emailed directly to your school counselor** (for example, FAMU has an electronic counselor recommendation form, so we would not send you the letter because we upload the needed info through the counselor portal of the university). Most schools want the letter to come directly from the school counseling office, but you may be provided with a letter in a sealed envelope with the school counselor's signature across the back if needed.
- If none of the above applies to you, please double check through the school's website whether they accept counselor recommendations. **Some schools do not require recommendation letters and may explicitly say that they will not be reading letters sent in due to the volume of applications they receive.** It is very frustrating when we have spent time to write a letter, which takes time away from our other school counselor responsibilities, only to find out that a letter will not be considered or is not required.
- **Please be serious about the schools that you are applying to.** Some colleges/universities may waive your application fee and so you start to apply because of this. However, if they require a letter and we write one only to find out that you didn't follow through with completing the application, I am sure that you can understand how this may be frustrating.