

GUIDELINES | letters of recommendation

Request from COUNSELOR/ADMINISTRATOR

We would be pleased to write a letter of recommendation, but we need your help to complete the process. Please follow these guidelines and allow four weeks lead time prior to the deadline for this process to be completed.

1. **OVERVIEW SESSION** | Before any letter will be written by your assigned **COUNSELOR/ADMINISTRATOR** [see below], you will receive an overview of the procedures in your senior Social Science class [Econ/Civics/Gov't] by the Counseling Department.
2. **MEETING** | Then you need to meet with your assigned letter writer. Make an appointment to discuss your plans and provide the items indicated. Lack of providing the requested information or proper preparation may result in significant delays.

COUNSELOR/ADMINISTRATOR	Email	STUDENT Last Name
Mr. Craig Collins, Principal	collinsc@svusd.org	A -- Bo
Ms. Kathy Granite, Counselor	granitek@svusd.org	Br -- El
Ms. Amanda Bentley, Asst. Principal	bentleya@svusd.org	Em -- G
Ms. Emily Alvarez, Counselor	emily.alvarez@svusd.org	H -- Le
Mr. Daryl Beck, Asst. Principal	beckd@svusd.org	Li -- M
Mr. Brett Bradh, Counselor	brett.bladh@svusd.org	N -- Ri
Ms. Christa Schulz, Counselor	schulzch@svusd.org	Ro -- Tr
Mr. Matt Rainwater	rainwaterm@svusd.org	Tu -- Z

Provide the following items | Forms available on the THHS website. Click the Guidance link and download the documents.

- [Form #1 Cover Sheet]** College List— Complete the list of colleges you will be applying to utilizing the Common Application process, mailed applications or on-line recommendations along with their deadlines to your letter writer. (Form available on the THHS website. Click the Guidance link and download the documents.) When using the Common Application process, you must use the e-mail addresses provided above. Mailed recommendations require the secondary school report form be given to your letter writer along with an addressed envelope with two stamps.
- [Form #2: Personal Input]** Student Questionnaire— Complete this form with as much detailed information as possible. (Form available on THHS website. Click the Guidance link and download the documents.)
- [Form #3: Academic Resume]** Academic Resume— Create a resume covering your academics, extra-curricular activities, honors and recognitions.
- [Form #4 Teacher Input]** Teacher input Sheets— Select three to five teachers that know your academic strengths and that can provide anecdotal information to your letter writer. Specifics will be included in this letter so it is imperative that you do not give a Teacher Input Sheet to any instructor you have asked to write you a Teacher Letter of Recommendation directly to a campus. This will cause duplication of information and weaken the value of both letters.

Request from TEACHERS

Teachers will not complete a letter of recommendation without you **first asking** them if they would be able to perform this task. Provide them **three weeks** as well. Confirm with each teacher what items, if any, he/she want to reference while completing this task on your behalf. Several teachers request the following items.

- Form 1: Cover Sheet
- Form 2: Personal Input
- Form 3: Academic Resume
- Form 5: 21st Century Skills Development