



What to Provide the School Counselor The School Report Form

1. High School Counseling Office Materials Some high school counseling offices ask students and/or parents to fill out informational questionnaires during the summer or the first month of senior year. Some counselors even ask parents to write draft letters of recommendations for their sons and daughters. Help the counselor explain who you are as a student and person and how you are unique and different.

2. An Up-To-Date Activities Resume Nothing provides a counselor more information about who you are than an activities resume. Make sure that you provide one that is filled with detail and totally up-to-date. [Click for a PDF of a sample Activities Resume.](#)

3. Your College List Organized by Application Due Dates It's very important to provide your high school counselor with an up-to-date college list, organized by the dates when college applications are due. Due dates are critical because in order for the colleges to process and evaluate your application, every piece of the application, including the counselor's remarks, must arrive at the college on time. Make sure that your counselor meets those deadlines. [Click for a PDF of the Application Due Dates List.](#)

4. Secondary School Report/School Counselor forms Most private college applications include Secondary School Report/School Counselor forms for counselors to complete. Most colleges and The Common Application offer these forms online. Don't forget to waive your right to see what the counselor writes.

5. Copies of your college applications and/or essays Some school counselors want to see students' application essays. Find out what your counselor wants.

6. List of teachers and other people who are writing letters of recommendation for you Some school counselors also want to know the names of teachers and other people who are writing letters of recommendation for you.

7. Stamped, college-addressed envelopes Many private and some public high schools now use online recommendation forms. Check to see what your school policy is. If they don't use online forms, provide a stamped envelope addressed for every college to which a hard copy form or letter is sent.

8. Other information, stories and anecdotes for the counselor to use Some counselors love having lots of information and materials from students. Others don't.

Depending on what your counselor wants, here are some items that you might include in your recommendation packet: a) copies of letters applauding your work or accomplishments or awards for different activities, b) small portfolios of your art, music or writing, c) descriptions of special interests or projects in and outside of school.

Recommendations come alive when writers integrate colorful stories or anecdotes about a student to illustrate a point. Ask your counselor if he/she would like to have some of these.

Optional for parents: Again, depending on a counselor's preferences, you can provide a lot of useful information about your child, including a list of positive adjectives or adjective phrases that describe who your child is and his/her strengths, personal stories, obstacles or significant family events that have impacted you son or daughter, and interesting family background details.

9. Cover sheet identifying exactly what you have given the counselor Not only is a cover sheet useful to let the counselor know what you have given him/her, it is also proof of your having provided the material. [Click for a PDF of the School Counselors Cover Sheet.](#)

10. Transcript request A number of counselors assume responsibility for including a high school transcript in their school report package; however, most high schools require that you make separate transcript requests to the Registrar of the school. Find out what procedures you need to follow and associated fees, as well as how long it takes to get transcripts sent out. Remember to thank to the counselor for whatever he/she does for you AND don't forget to make photocopies of everything you give him or her.