

COUNSELOR LETTER OF RECOMMENDATION REQUEST

For College Applications

Student Name _____ ID# _____

Counselor _____ Date _____

I have completed my Student Brag Sheet for Counselors in Naviance or on the CCC website.

I have submitted my application to the following university(ies) and would like my letter of recommendation sent ***automatically***.

I have ***not*** submitted my application to the following university(ies). Please ***hold*** my letter of recommendation until I request it to be sent.

College/University	Type of Application (Apply Texas, Common App, etc.)	Type of Letter (Upload into Naviance, Paper Letter, etc.)	Additional Forms to be Completed/Notes	DUE DATE
	<input type="checkbox"/> Apply Texas <input type="checkbox"/> Common App <input type="checkbox"/> Other _____	<input type="checkbox"/> Upload into Naviance <input type="checkbox"/> Paper Letter <input type="checkbox"/> Other _____	<input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Apply Texas <input type="checkbox"/> Common App <input type="checkbox"/> Other _____	<input type="checkbox"/> Upload into Naviance <input type="checkbox"/> Paper Letter <input type="checkbox"/> Other _____	<input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Apply Texas <input type="checkbox"/> Common App <input type="checkbox"/> Other _____	<input type="checkbox"/> Upload into Naviance <input type="checkbox"/> Paper Letter <input type="checkbox"/> Other _____	<input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Apply Texas <input type="checkbox"/> Common App <input type="checkbox"/> Other _____	<input type="checkbox"/> Upload into Naviance <input type="checkbox"/> Paper Letter <input type="checkbox"/> Other _____	<input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Apply Texas <input type="checkbox"/> Common App <input type="checkbox"/> Other _____	<input type="checkbox"/> Upload into Naviance <input type="checkbox"/> Paper Letter <input type="checkbox"/> Other _____	<input type="checkbox"/> Common App School Report <input type="checkbox"/> Common App Counselor Recommendation <input type="checkbox"/> Other _____	

The College and Career Center will notify you when your letter of recommendation has been completed by your counselor.

Counselor Information:

If you have any questions, please contact Jo Hawk (jlhawk@conroeisd.net or 25424) or Martha Houston (mhouston@conroeisd.net or 25536).

Please return this folder to the College and Career Center by the due date listed above.