

Guidelines for Counselor Letter of Recommendation/Secondary School Report

If you are requesting your college counselor to send a recommendation and/or secondary school report to a college or university for admission or scholarship consideration, please observe the following guidelines:

1. Complete your student resume and attach the current copy of your college essay. Please submit any additional information that will help Forest write the best letter possible about you (parents should help with this).
2. Submit a double stamped (two 37 cent stamps) manila envelope (9x12) addressed to each college or university. Write in Forest Charter School's return address on the envelope:

Forest Charter School
224 Church Street
Nevada City, CA 959593.
3. Complete a listing of all colleges and programs with due dates:
(i.e.)

College Name	Deadline
1.	
2.	
3.	
4. Submit all forms and requests at **one time** if possible. It is much easier for the counselor to do several forms at one time for you rather than one each week.
5. Watch your deadlines closely. Give all paperwork to your college advisor at least **two weeks** in advance of the deadline (this includes teacher recommendation letters)!

The college and career advisor will send the following information to the requested colleges:

1. Secondary School Report
2. Forest Charter School Profile
3. Letters of recommendation (you are required to turn in the teacher recommendations with your paperwork)

You are responsible for submitting the following:

1. Your application and fee before the due date
2. Your **official** test scores send directly from ETS or ACT to the college.
3. Forest Charter School Transcript