

complete a Mohonasen Recommendation Request Form (*) for each person they intend to ask, attaching a copy of their Activity Sheet (*) to the request form. Sometimes the college will have a specific Teacher Recommendation/Evaluation Form (*) that they would like filled out. This should also be attached to every request form. Each recommender should be asked in person first and then given the paper request soon after. In addition to the request, you must also give each of your recommenders a stamped and addressed envelope for every school to which you would like them to send your recommendation. If you decide to apply to additional schools after you've given out your requests, you must follow up with additional stamped and addressed envelopes and another Mohonasen Recommendation Request Form for each teacher.

Don't forget to write and send a thank you note to everyone who you asked to write a recommendation on your behalf!

Counselor Recommendation

Many of your colleges will ask for a Counselor Recommendation or Secondary School Report (*) as well as a teacher recommendation. Counselors are happy to write on behalf of their students! When you ask your counselor for a recommendation, the same rules apply. Submit a Mohonasen Recommendation Request Form (*) with your Activity Sheet (*) and the Secondary School Report Form (*) attached. **In addition**, counselors need a Parent Brag Sheet (*) as well as a Student Brag Sheet (*) from each student requesting a counselor recommendation. Copies of any college essays are also appreciated so we know what information about yourself you have already provided. The Parent Brag Sheet (*) is an opportunity for parents to inform/ remind counselors about circumstances that may have positively or negatively impacted their child's academic performance (for example, an illness that caused the student to miss school excessively). It's also a chance for parents to write about their child's strengths and interests. Counselors use this valuable feedback to write a more in-depth recommendation for each student. The Student Brag Sheet (*) is written by the student, again to help the counselor highlight student strengths and interests within the counselor recommendation. Students **need not** give their counselor the stamped addressed envelope for each college because counselors will be including other materials such as the transcript and postage will vary.