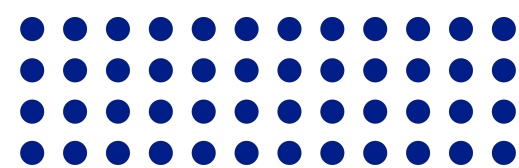




# COUNSELOR LETTER OF RECOMMENDATION

2025-2026





# ADMISSION FACTORS

➤ Rigor of Coursework

➤ Grades & GPA

➤ SAT/ACT Scores

➤ Personal Statement & Supplemental Essays

➤ Extracurricular Involvement

➤ Teacher Recommendations

➤ Counselor Letter of Rec & School Report

➤ Admission Interview (often optional)



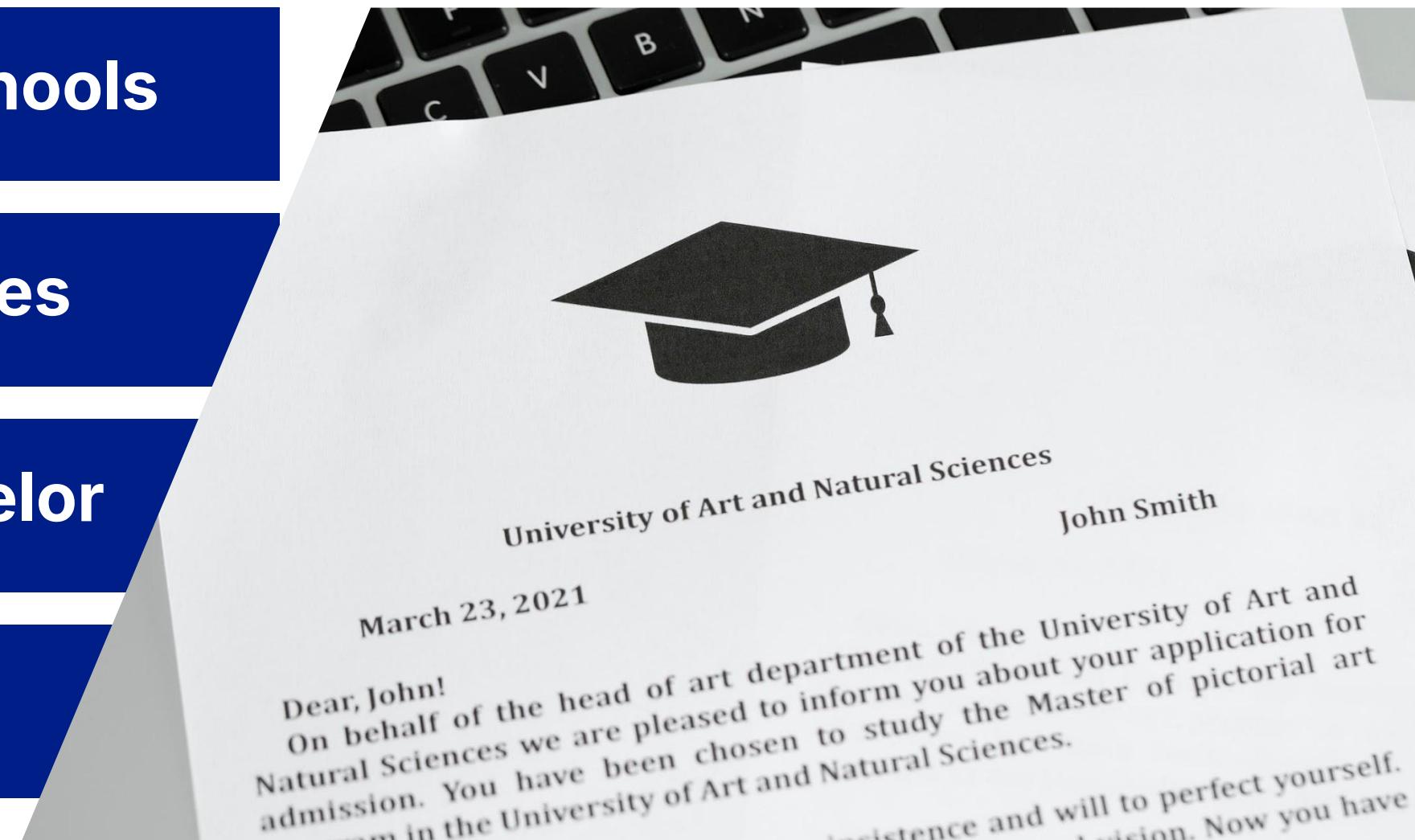
# Letters of Recommendation (LOR)

➤ Private schools & Common Application schools

➤ Not initially required for UC/CSU universities

➤ Typically 1-3 letters from teacher & counselor

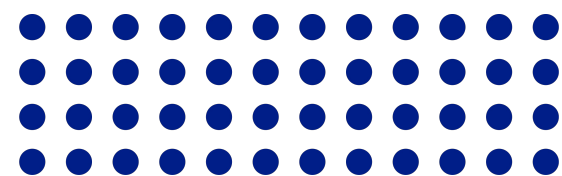
➤ Some accept additional recommendations



\*Some specialized UC programs ie. visual & performing arts may require LOR

\*Additional LOR can be from coaches, mentors, boss

\*UC campuses like Berkeley may request LOR later in the application process





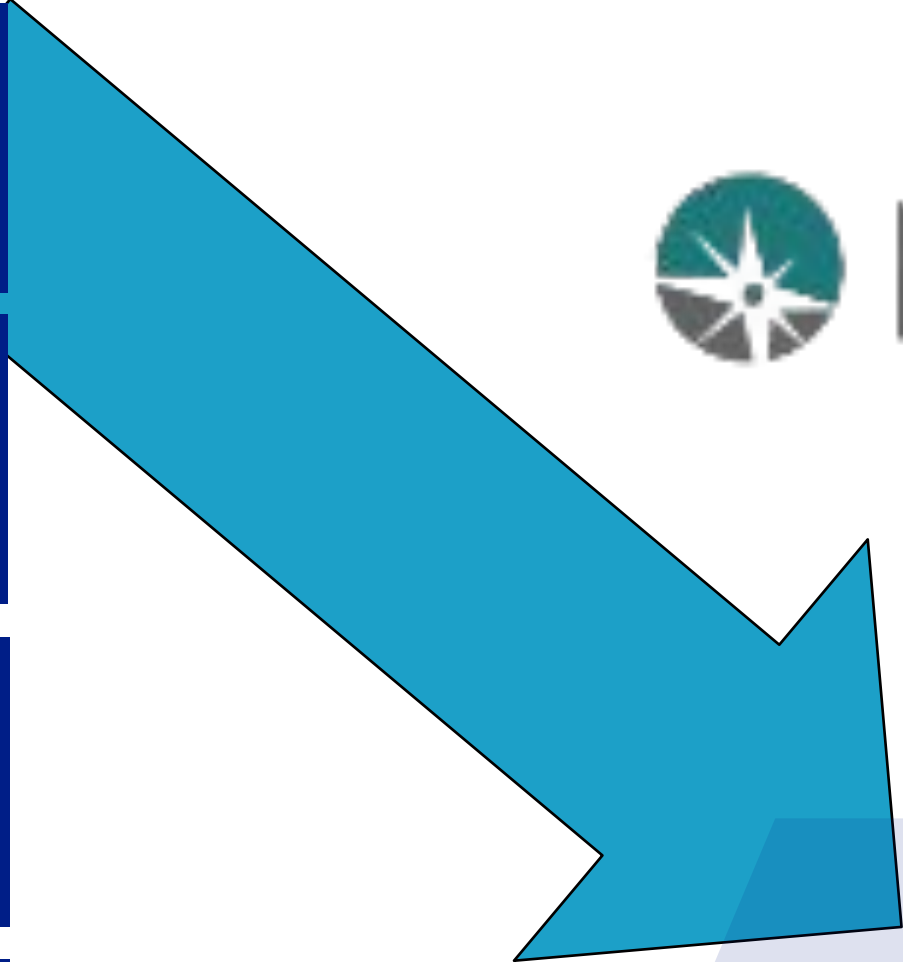
# Teacher Letter of Recommendations

- Separate from counselor recommendation process

- Teachers have their own deadlines & requirements

- We use Naviance to send letters electronically

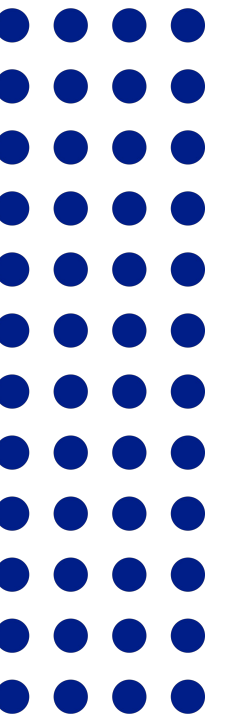
- 11th grade core academic teachers preferred



**Do not use the recommender feature in Common App for MVLA teachers/staff!!**

# Counselor

# Letter of Recommendations



➤ Focus on the holistic view of the student

➤ Highlight examples from personal interaction,  
parent & student information

➤ Provide context of academic achievement,  
character, attitude & growth

➤ Explain special circumstances



# Counselor LOR FORM

FORM #1 of 2

## Counselor Letter of Recommendation Request Form 2025-26

YOUR FULL NAME / SU NOMBRE COMPLETO

Jenny Dumas

YOUR EMAIL / SU CORREO ELECTRÓNICO

jenny.dumas@mvla.net

Enter to receive confirmation of submission.

Go to form / Ir al formulario

### COUNSELOR LETTER OF RECOMMENDATION REQUEST LOS ALTOS HIGH SCHOOL COUNSELING DEPARTMENT

Name Student ID# Counselor

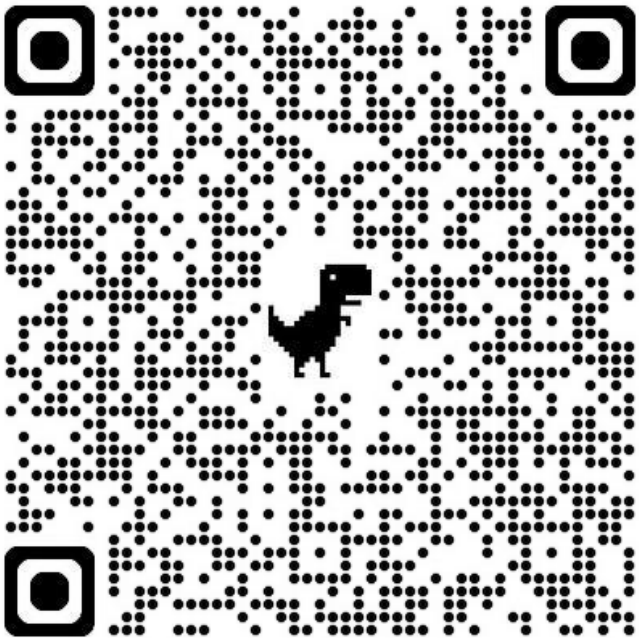
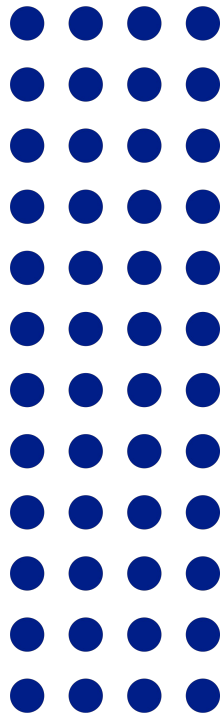
Not all colleges require a counselor letter of recommendation. Before you proceed, check requirements at your colleges to verify that you need a letter.

#### Letter of Recommendation Request Materials:

- ☐ Fill out and submit this Letter of Recommendation Request Form via the *Informed K12* platform
  - Fill in the required fields, then fill in a parent/guardian email on the next screen
  - Parent/guardian will then receive the form by email and sign and fill out the parent questionnaire (optional, but recommended)
- ☐ Complete the [Letter of Rec Questionnaire](#)
- ☐ Staff References: List two LAHS teachers or staff members who your counselor can contact for more information
  - Reference #1: \_\_\_\_\_ Reference #2: \_\_\_\_\_
  - Do not choose a teacher who is also writing you a letter of recommendation
- ☐ Attach a resume to this Letter of Rec Request Form
  - To create a resume in Naviance:
    - Go to the 'About Me' dropdown menu (upper-righthand corner) and select 'Resume'
    - Click on the 'Print/Export Resume' tab and select 'Download PDF' under 'My Saved Resumes'
  - Students can use a resume created in a different program instead of creating it in Naviance
  - Attach the resume using the button at the very bottom of the Informed K12 form that allows you to add attachments before you submit the form

EARLIEST DEADLINE: \_\_\_\_\_

\*THIS DATE MUST MATCH THE EARLIEST APPLICATION DUE DATE ON YOUR NAVIANCE COLLEGE LIST\*



# Counselor LOR Questionnaire

FORM #2 of 2

## Letter of Recommendation – Student Questionnaire (2025–26)

YOUR FULL NAME / SU NOMBRE COMPLETO

Jenny Dumas

YOUR EMAIL / SU CORREO ELECTRÓNICO

jenny.dumas@mvla.net

Enter to receive confirmation of submission.

Go to form / Ir al formulario

### Counselor Letter of Recommendation – Student Questionnaire

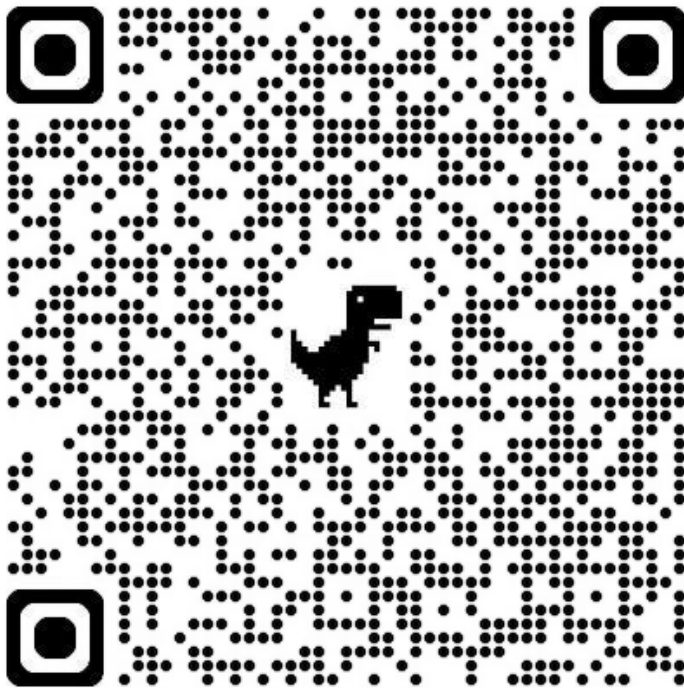
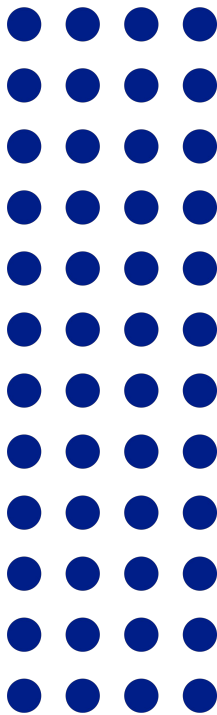
Student Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Please provide a paragraph for each question below up to 150 words per question. This helps your counselor get to know you better and provides important details that may be included in your letter.

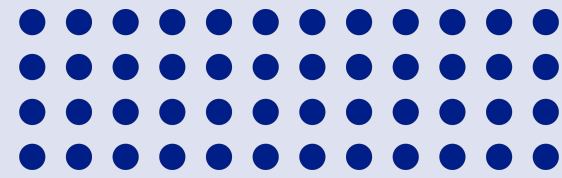
1. If you were writing a story with yourself as the main character, how would you describe yourself? You can mention characteristics, personal values, strengths and areas for growth, goals and dreams, etc.

2. What is your primary academic interest and/or intended major, and why?

3. What are your non-academic interests? Anything that gets you really excited to spend time on?



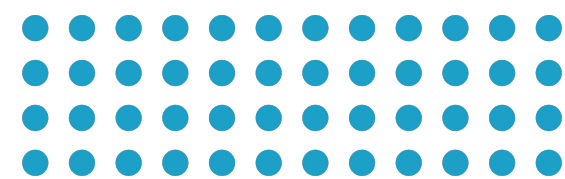




# What to include?

- Traits, characteristics, or values that represent you
- Personal stories and examples that represent those traits
- Growth you have experienced throughout high school
- Intellectual curiosities
- Contributions to your community





# Deadlines for Completing LOR Forms



For deadlines on or before Nov. 15  
(EA, ED, scholarship) you must  
complete LOR request forms by...

Monday, Sept 8, 2025



For deadlines after Nov 15.  
submit your LOR request by...

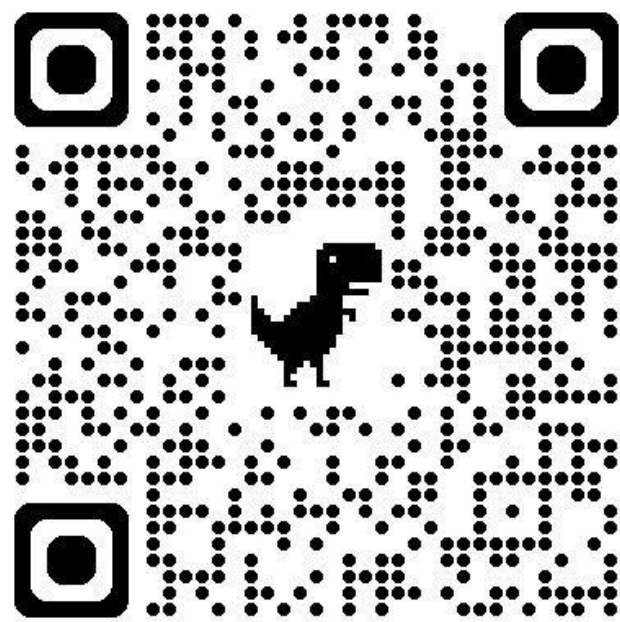
Thursday, Oct 9, 2025



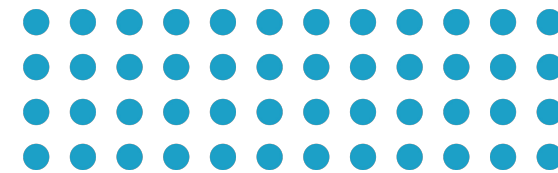
Last day to change your  
college list or request  
initial transcripts...

Friday, Dec. 12, 2025





# College Application Resources

[Home](#)[About Us](#)[Academics](#)[Athletics](#)[Parents/Students](#)[Student Services](#)

## Student Services

[+ Student Services](#)[- College & Career Center](#)[Class of 2026: College Counseling](#)[+ Explore Pathways after High School](#)[+ Helpful Resources](#)[Naviance](#)[Scholarships](#)[Home](#) > [Student Services](#) > [College & Career Center](#)

## Welcome to the LAHS College & Career Center

### HOW TO CONNECT

The College and Career Center has two full-time staff members to help you with your college and career planning on the first floor of the student services building.

We welcome students in all grade levels to visit the College & Career Center before school on a drop-in basis. Office hours are only available to students. *Parents & Guardians* are not permitted to enter the building.

#### Angela Price, College Advisor

(She/Her/Hers)

1:1 College Advising Appointments for the Class of 2026. Book your appointment [here](#).

#### Laura Duran, College & Career Counselor

(She/Her/Hers)

Available for walk-in support and by appointment (email to schedule).

- Follow us on Instagram [@los\\_altos\\_ccc](#)
- Offering ACT Workshops every week. Reserve your seat on [TeachMore](#) and or [CollegeBoard](#).

[LAHS College Quick Guide C/O 2026](#)[College & Career Weekly Bulletin](#)

## LAHS College Application Info

Available Resources: [MVLA College Counseling Handbook](#), [MVLA Counseling YouTube](#), [LAHS College & Career Center](#), [Naviance Login](#), [Summer Checklist of To-Do's](#), [Activities List Worksheet for UC & Common App](#)

[Freestyle's College Application Guide](#)

## LAHS SUMMER COLLEGE COUNSELING SITE

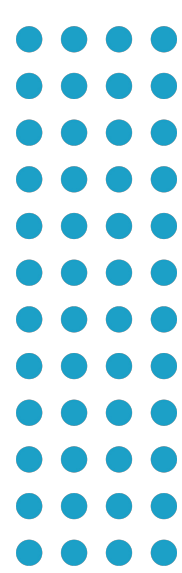
COMING SOON! Class of 2026, click on the link above to view free workshops, drop-in hours, college prep courses, college prep courses, and more college prep resources from the [LAHS Foundation](#).

- Here is a link to a [summer college prep checklist!](#)



**REMINDER:** POSITIVE PSYCHOLOGY/HAPPINESS STUDIES, HEALTH, & YEARBOOK ARE COLLEGE PREP COURSES. Please add these courses to the UC Application (opens 8/1), CSU application (opens 10/1), and Common App (as college prep).





# Application Types



**1 application for many  
private & out state schools  
Open Now**

**1 application for all UC  
campuses  
Opens  
August 1, 2025**

**1 application for CSU  
campuses  
Opens  
October 1, 2025**



## Step 1

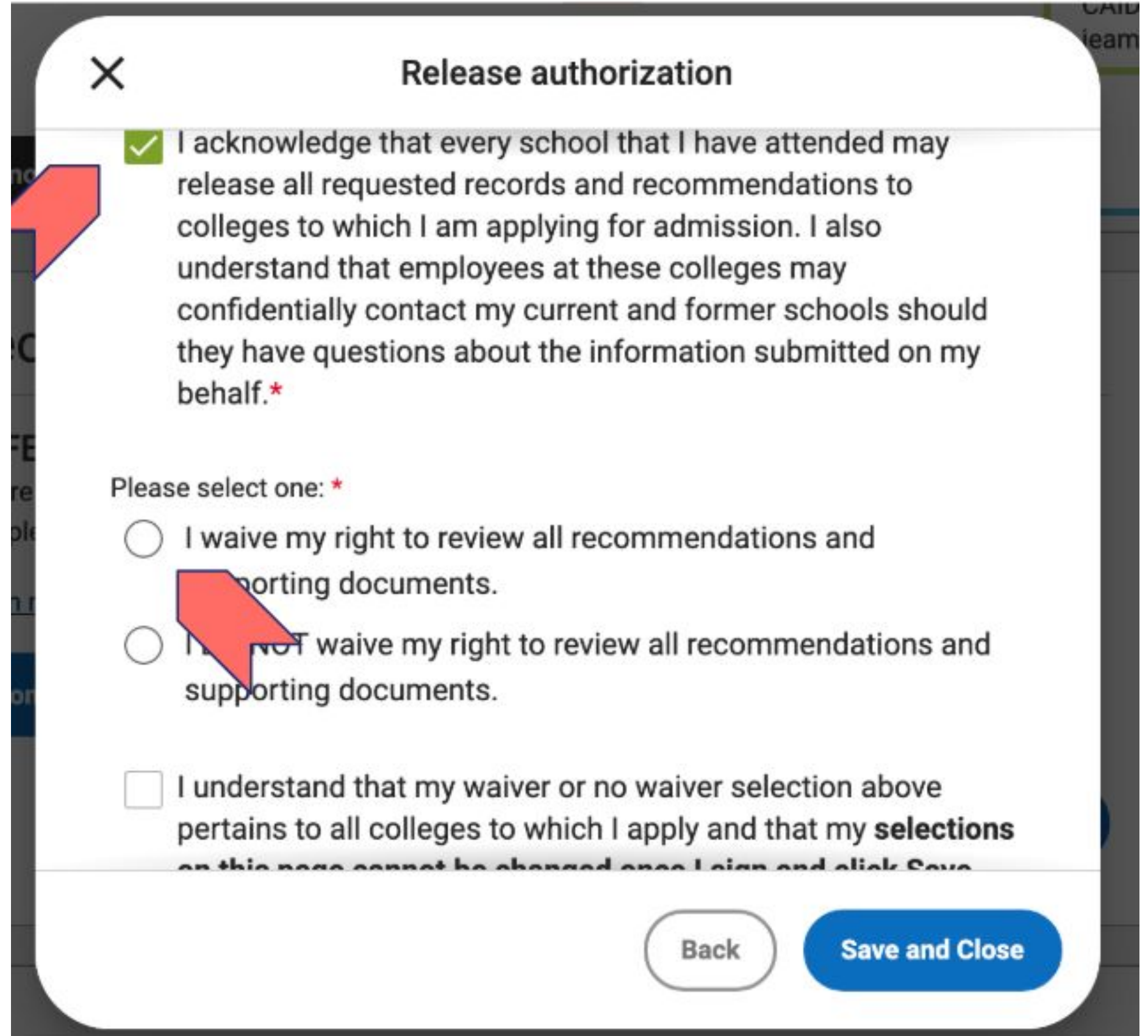
Add at least 1 college  
to your common  
application

## Step 2

Complete the  
education section of  
the common  
application

## Step 3

Complete the  
release of  
authorization



**Release authorization**

☒ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*

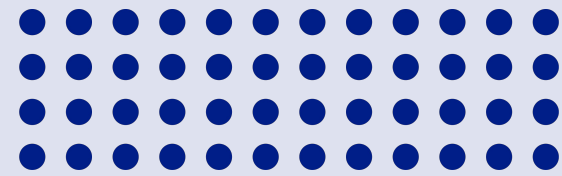
Please select one: \*

☐ I waive my right to review all recommendations and supporting documents.

☐ I do NOT waive my right to review all recommendations and supporting documents.

☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections** on this page cannot be changed once I sign and click Save

Back Save and Close



# Next Steps:

- Confirm with 1-2 teachers for LOR
- Create Common App account
- Add colleges to "Colleges I'm Applying to" in Naviance
- Review & finalize college essays & PIQ's
- Complete the Counselor LOR request form & questionnaire

**Pro Tip:** C&CC offers ACT workshops  
Check out Minga for topics & dates



**THANK YOU**

