

Weston High School Counselor Letter Authorization

At Weston High School, the School Counselor prepares a letter that summarizes the student's educational experience throughout the high school years to date. This includes putting into context all that a student has experienced, utilizing information gathered from a variety of sources including the student's academic transcript, official list of activities in and out of school, and family and unique experiences that have occurred.

Whether or not the statement prepared by the counselor is reviewed by the student/parent makes a difference in the college application process. ***Knowing that a counselor's letter is written in confidence increases the weight that can be placed on the statements made therein.***

Counselors prepare a "School Report Form" which accompanies transcripts and contains descriptors and statistics about the school and current graduating class, as well as the student in particular. One item the counselor completes reads:

"This student: [___ waived] [___ did not waive] access and input to the guidance letter of recommendation."

Students and parents have the right to deny such confidentiality, but notification of the decision is conveyed to colleges. Additionally, counselors can be requested not to prepare any letter and simply submit the transcript with supporting materials. We encourage your phone calls and emails to discuss which option is most appropriate and to alleviate concerns you may have.

It is always our intention to be honest in our letters while working in the student's best interests to assist them in their goal of being accepted to post-graduate institutions. Likewise, counselors will be honest with students and parents about the letter of recommendation as well as all aspects of the college application process. Weston High School has a rich history of post-graduate admissions of which we are all proud. We will make every effort to work together in this process.

Recommendation Letter Instructions to Counselor:

We are aware of the options offered for the preparation of a counselor letter of recommendation and prefer that you use the option indicated below.

Option 1: Confidential letter wherein student and parent/guardian have waived their right to read this letter. *(recommended)*

Option 2: A counselor letter is prepared. Students and parents then view the letter and may make comments and/or suggestions to the counselor. Based on those conversations/meetings, revisions may or may not be made.

Option 3: The transcript is prepared; no letter is provided.

Print Student Name _____ Date _____

Option Choice: _____
Student Signature _____ Parent/Guardian Signature _____