



Briarcliff High School

COUNSELING OFFICE

444 Pleasantville Road
Briarcliff Manor, NY 10510
(914) 488-8229
Fax: (914) 432-8210

Dear Parent/Guardian:

As we enter these next crucial months in the college application process, we want to assure you that we will be meeting regularly with your son or daughter. As part of this process, we write a counselor recommendation or official school report for your son or daughter as a required part of the college application. College admissions committees look to us to highlight strengths and weaknesses, special qualities or accomplishments, explanations of unusual circumstances in academic or personal lives. We consider such areas as family background, hobbies, personal experiences, summer experiences, interests, values, special talents and explanations of the high school records (grades, test scores, etc.).

If you have suggestions for the recommendation of your child, please send them directly to your child's guidance counselor, using the below questions as a template. Don't spend time worrying about your writing style- write to us as though we are the admissions office. Your comments are just for the counselor to use as a guide, however. This information should be sent, via email, to the counselor before the summer so we may write letters over the summer! Please check with your child to be sure he/she has completed the Autobiographical Survey on Family Connection.

Parent Brag Sheet for the College Recommendation

Name of Student: _____

Name of Counselor: _____

Signature of Parent: _____

1. Tell me what I don't know about your son/daughter. What do I not see before / after school?
2. What do you consider to be the outstanding accomplishments of your child during the past three or four years?
 - a. Why did you select these as most important?
3. In what areas has your child shown the most development and growth during the past three or four years?
4. What do you consider to be his/her outstanding personality traits?
5. What makes him/her unique or uniquely talented?

