

## High School Guidance Counselor Form

### The Stephen Phillips Memorial Scholarship Fund

#### Deadlines for High School Guidance Counselors

**April 5, 2021 or preferably as soon as possible** for your recommendation materials for applicants applying to be considered for our Early Response Process, which is limited to the first 400 applications submitted by April 2nd. Applicants who submit by April 2nd, but who are not one of the first 400, will be considered in our regular cycle.

**May 6, 2021** for recommendation materials for students applying during the regular High School Application cycle.

\*Recommender deadlines are three days after the student deadlines.

Thank you for helping this student apply to the Stephen Phillips Scholarship, which offers renewable, four-year college scholarships to students with financial need who display academic achievement, a commitment to serving others, a strong work ethic, leadership qualities, and exhibit grit when faced with hardship.

The applicant has authorized the release of secondary school transcript and high school information on his/her application form. The student has also waived his/her right to see all information submitted by the guidance counselor.

In addition to completing and emailing this form, please also attach the following items for this student to your email.

1. **Official transcript**
2. **Fall Senior grades if not on the transcript**
3. **High School Profile** (if available)
4. **Letter of Recommendation** (a copy of the one written for the college application is acceptable.)

Guidance Counselor's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student GPA \_\_\_\_\_ On what scale (i.e. 4.0, 100) \_\_\_\_\_ Weighted? \_\_\_\_\_

Rank in Class \_\_\_\_\_ out of how many students? \_\_\_\_\_

If no precise rank, indicate rank by nearest tenth from the top of the class \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

**Please give an OVERALL recommendation of this student.**

One of the best in my career

Strong

Above average

Average

**Additional Insights**

We have requested that you attach your recommendation letter written for this student's college applications, but these letters often do not give us a full picture of a student. We are particularly interested in a student's concern for others and special circumstances, if applicable. If the following topics are not included in your letter of recommendation, or if there is anything else you think we should know, please comment briefly below.

**Concern for others:** We are looking for students who show care and concern for others and the world around them. Please describe or give examples of his/her involvement and level of dedication to service that positively impacts the school, larger community, and/or the student's family.

**Special Circumstances:** If you believe this student has endured special circumstances or has faced unusual challenges during his/her life that are not included in your letter of recommendation, please describe them below. Also, please give examples of how he/she has found support and demonstrated resiliency to overcome adversity and function well in academic and personal settings.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Once you have completed the form, please save it as a pdf file using the student's last name in the file name (i.e. SmithJ.pdf) and attach it to an email to [staff@spscholars.org](mailto:staff@spscholars.org). Please also attach the supporting documents to the email: your letter of recommendation, the high school transcript, fall senior grades if they aren't on the transcript, and your school's High School Profile.

Thank you very much for your time. If you have any questions, please email [staff@spscholars.org](mailto:staff@spscholars.org) or call 978-744-2111. Please note that students will be notified of the Phillips decision by late April if applying early, and mid-June if applying during the regular cycle.

**The Stephen Phillips Memorial Scholarship Fund, Inc.**  
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