THE STEPHEN PHILLIPS MEMORIAL SCHOLARSHIP FUND

P.O. Box 870, Salem, MA 01970

HIGH SCHOOL GUIDANCE COUNSELOR FORM

Deadlines:

April 6 if form is for a student applying during the Early Response Process
May 4 if form is for a student applying during the regular High School Application cycle

Thank you for helping this student apply to the 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.

Please note that students will be notified of Phillips decision by late April if applying early, and late June if applying during the regular cycle.

When this form is complete, include the following items when mailing, emailing - staff@spscholars.org, or faxing 978-744-0456.

1. **Letter of Recommendation (**a copy of the one written for college admission is acceptable.)
2. **Official transcript & Fall senior grades**
3. **High School Profile** (if available)

Student's first name _____ Student's last name _____

Guidance Counselor's name _____

Guidance Counselor's Email _____

Guidance Counselor's Phone Number _____

Student's GPA _____ on a _____ Scale (i.e. 4.0, 5.0, 100) ☐ weighted ☐ not weighted

Student ranks _____ in a class of _____

If no precise rank, indicate rank by nearest tenth from top _____

In what capacity do you know the applicant? _____

For how long have you known the applicant? _____

Please give an overall rating of this student. ☐ one of best in my career ☐ strong ☐ above average ☐ average

We accept letters of recommendation written for college admission. But these 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, 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 school, 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 function well in academic and personal settings.

Guidance Counselor's Signature: _____ Date: _____