



From the Office of the School Counselor:

Re: Counselor policy regarding student/parent form requests

Dear Student/Parents:

During a student's senior year there are exciting possibilities for the student to consider. To best serve the needs of students at Biggs High School and your senior class I have set policy in place. This policy allows me to give your senior and the senior class the time necessary to complete their requested documents for financial aid, scholarships and college admissions, etc.

Transcripts:

Most often transcripts are available within the same school day as requested. However, due to the possibility of other issues requiring the school counselor's attention it is suggested and highly recommended that the student submit their request for high school transcripts 2-3 days prior to their deadline. For students requesting multiple copies of their transcript 2-3 days prior to their deadline is also strongly encouraged.

Applications/Forms

Forms that require the counselor input to complete such as scholarship or college feedback forms should be submitted to the counseling office 1 week in advance. Forms submitted less than 1 week in advance will be completed as the school counselor is available. Please note that it is in the student's best interest to submit these forms in advance.

Letters of Reference:

Because of the number of requests for letters of reference during the scholarship time period the school counselor's policy is that requests must be submitted 2 weeks in advance of the students' deadline. Requests for a letter of reference should be accompanied by the students scholarship resume. Requests that are not submitted 2 weeks in advance are not guaranteed to receive a recommendation letter.

Thank you for your understanding. If you have questions please feel free to contact me at lglander@biggs.org or by phone at 530.868.1281 ext. 285

Leanna R Glander

Leanna R. Glander, M.S.,P.P.S.
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