

Trabuco Hills High School

Saddleback Valley Unified School District

Dear THHS Student,

We would be pleased to write a letter of recommendation, but we need your help to complete the process. Please read and complete the following:

1. **Student Questionnaire** - Complete this form (or supply your own resume) with as much personal information as possible. The more we know about you, the more we can write. (Form available on THHS website. Click the Guidance link and download the documents.)
2. **Teacher Input Sheet** - Have 3 or 4 teachers complete this form and have them submit it to the person writing your letter of recommendation. Select a teacher who knows you well so they can provide us with specific information that can be included in our letter. Remember to give the teachers a minimum of two weeks to complete this form. (Form available on THHS website. Click the Guidance link and download the documents.)
3. **Stamped Enveloped** - Submit a **stamped** envelope(s) with the correct address of the school(s) requesting letters of recommendations.
4. **School Report Form** - Submit the School Report Form to the person writing your letter (see alpha cut below).
5. **Application Deadline** - Indicate the college/university and their application deadline and postmark date.
6. **Please allow 2 – 3 Weeks** for the Administrator or Guidance Specialist to complete your letter of recommendation.

If you have any questions regarding this process see the person writing your letter.

Administrators/Guidance Specialist

Student's Last Name

Mr. Craig Collins, Principal

A - Ca

Mrs. Jenelle Huffman, Guidance Specialist

Ce - Fo

Mr. Dave Williams, Assistant Principal

Fr - Ka

Mr. Murle Sango, Guidance Specialist

Ke - Mc

Mrs. Christa Schulz, Guidance Specialist

Me - Ra

Mr. Jon Van Tassell, Assistant Principal

Re - So

Mr. Paul LaBlanc, Assistant Principal

Sp - Z