

**South Tahoe High School  
Counseling Department**

**Letter of Recommendation Request Packet**

Dear Parents and Students

Seniors who will be applying to private universities and scholarships may be asked to provide one to three letters of recommendation as a part of the application requirement. University of California and/or California State University applications for admission do not have this same requirement. In order to help facilitate the large number of letter of recommendations that the counselors and teachers receive and to increase their effectiveness, we have designed a letter of recommendation packet to assist us in the process.

**Profile Packet Instructions**

All students who intend to apply to colleges and universities or scholarships that request a counselor's recommendation letter must complete this packet of information. You must complete and submit the entire student profile packet at least **two weeks** prior to your admission or scholarship application deadline. Due to the amount of students requesting letters and the time available to each counselor during the application season we need a better process to compile all of the information about each student in a timely manner.

The recommendation letter is a confidential communication between the high school professionals and the university admissions or private scholarship committee. Counselors and teachers are not obligated to provide and will not to share the contents of a recommendation letter with either the student or their parents.

I have read and understand the information above. Attached is my complete packet. I request that a recommendation letter be written for me

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Date Submitted to Counselor/ Teacher \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell number \_\_\_\_\_

Email address: \_\_\_\_\_

**ALL COMPLETED ITEMS TO BE SUBMITTED INCLUDE:Joan**

- Activity Record Grades 9-12
- Data Packet for College Recommendation Letter
- Student Personal Data Form
- Parent Input Form

## THE LETTER OF RECOMMENDATION PROCESS

These steps are the responsibility of the students and parents. Counselors are ready and willing to assist in the process.

- Obtain College and/or Scholarship Applications  
Most applications are available online. Students fill out the following information in the Secondary School Counselor Report:  
Counselors Name: Submit your counselors name: Bob Sullivan, Patricia Quintana or Stephanie McClendon  
Title: Counselor  
School: South Tahoe High School  
Address: 1735 Lake Tahoe Blvd,  
South Lake Tahoe, CA 96150  
Secondary School Code: 050-075  
Counselor's email: Submit your counselor's email: [bsullivan@ltusd.org](mailto:bsullivan@ltusd.org) [pquintana@ltusd.org](mailto:pquintana@ltusd.org) or [smcclendon@ltusd.org](mailto:smcclendon@ltusd.org)
- Have either an ACT or SAT score on file  
If you haven't taken the SAT/ACT entrance exams, you must register for the earliest exam date. Most colleges and scholarship organizations require one of these tests for an application. In addition, the NCAA requires test score information to determine athletic eligibility for NCAA Division I or Division II participation. Students who qualify need to complete the Free and Reduced Lunch paperwork to receive a fee waiver for the ACT and/or SAT tests and NCAA. Eligible students can request fee waivers at the counseling office.
- Be certain your "Profile Packet" is complete and submitted to your counselor at least 2 weeks prior to the application deadline! Remember that the information you provide helps your counselor and teachers compose a letter of recommendation that is personally tailored to your unique character, qualities and abilities.
- Find out the requirements for each scholarship and/or college application that you will be submitting for consideration.
  - Make a copy of this student profile for the teachers that you need to write recommendations.
  - Talk to the teacher and counselor at least 3 weeks prior to the deadline date.
  - If the application is not completed online, provide the teacher and counselor with a stamped, addressed envelope for each recommendation.
  - Follow up with a thank you notes after the letters are written.
- Scholarship and private university applications usually require recommendations and official transcripts. If the application is completed online the counselor will upload the transcripts.



**ACTIVITY RECORD**  
**GRADES 9-12**

(You may generate your own form and style but please include the information requested on this activity record form)

Name of Student: \_\_\_\_\_ Student ID # \_\_\_\_\_

<b>Grade/Year</b>	<b>Career Experiences</b>	<b>School, Community, Employment, and Summer Activities</b>	<b>Offices Held and Honor Won</b>	<b>Responsibilities</b>
<b>Grade 9</b>				
<b>Grade 10</b>				
<b>Grade 11</b>				
<b>Grade 12</b>				

## STUDENT PERSONAL DATA FORM

### 1. Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other high schools attended:

Name	Location	Grade Level / Dates
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### 2. Courses you are scheduled to take senior year


### 3. Parent Information

Father's name \_\_\_\_\_ Work Phone \_\_\_\_\_

College(s) Attended \_\_\_\_\_

Father's current occupation \_\_\_\_\_

Mother's name \_\_\_\_\_ Work Phone \_\_\_\_\_

College(s) Attended \_\_\_\_\_

Mother's current occupation \_\_\_\_\_

### 4. Household Income (information will be used for financial aid opportunities) Circle income:

Less than \$20k	\$20k-\$30k	\$30k-\$40k	\$40k-\$50k
\$50k-60k	\$60k-70k	\$70k-80k	More than \$80k

### 5. Do you or any other children in your family work to contribute to household expenses?

\_\_\_\_\_

\_\_\_\_\_

### 6. Sibling Information

Please list all siblings in order of age, oldest first

Name	Age	School Attending
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\_\_\_\_\_

\_\_\_\_\_

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**7. Do you come from a historically disadvantaged background** (i.e., low income for several years, first generation college student, migrant family etc.)? \_\_\_\_\_

**8. College Preferences**

In order of preferences, please list intended colleges:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**9. Intended College Major** (if known) \_\_\_\_\_

**10. Intended Career** (if known) \_\_\_\_\_

**Personal Reflections: Please answer all questions as completely as you can.** The more information you provide us the better we can represent you in a letter of recommendation to a college or scholarship organization. Please be as detailed and accurate as possible so you can be recommended in the most favorable manner possible.

**11. Choose three adjectives that best describe you. Why did you choose these three? Explain.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**12. What experiences have you had in High School (Volunteering, interning, working and/or academics) that directly relate to your intended college major?**

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**13. You are submitting a completed activities sheet with your request for a recommendation letter. Please expand upon your involvement in school and community activities, noting any special accomplishments, leadership experiences, work experience and personal growth that has occurred, etc.**

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**14. Please Expand on your academic strengths, awards and accomplishments. Why are these significant to you?**

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**15. Life's obstacles allow us to grow. Describe an obstacle that has affected you. What did you learn? How has it made you stronger?**

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**16. Self-Description: VERY IMPORTANT! Describe the way you see yourself. We want to know who you think you are. Please include all positive attributes you feel would be of interest to college admission counselors who are trying to evaluate your suitability for their campus and your probability of academic success. You might cover issues such as study habits, academic strengths, your role in family, your personal values, character strengths, goals in life and anything else you feel would help us characterize you better in a recommendation letter.**

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**17. Describe your passion. What have you done to develop or find your passion? How does it relate to your future goal?**

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**18. Discuss anything else that you consider special or unique about yourself, something that we might not know, something you feel will help us when we are writing your letter of recommendation.**

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**19. If you would like to include your personal statement or college essay to give even more insight into you, please attach to the back of this packet.**

## TESTING INFORMATION

### SAT

Reasoning Test: Verbal \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Date Taken \_\_\_\_\_  
Verbal \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_ Date Taken \_\_\_\_\_

Subject Test:

Subject: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Score: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### ACT

ACT: Math \_\_\_\_\_ Writing \_\_\_\_\_ Critical Reading \_\_\_\_\_ Science \_\_\_\_\_ Composite \_\_\_\_\_  
Math \_\_\_\_\_ Writing \_\_\_\_\_ Critical Reading \_\_\_\_\_ Science \_\_\_\_\_ Composite \_\_\_\_\_

### AP Tests

Test: \_\_\_\_\_ Score \_\_\_\_\_ ; Test \_\_\_\_\_ Score \_\_\_\_\_ ;

Test: \_\_\_\_\_ Score \_\_\_\_\_ ; Test \_\_\_\_\_ Score \_\_\_\_\_ ;

Test: \_\_\_\_\_ Score \_\_\_\_\_ ; Test \_\_\_\_\_ Score \_\_\_\_\_ ;

Test: \_\_\_\_\_ Score \_\_\_\_\_ ; Test \_\_\_\_\_ Score \_\_\_\_\_ ;

Test: \_\_\_\_\_ Score \_\_\_\_\_ ; Test \_\_\_\_\_ Score \_\_\_\_\_ ;

## SELF EVALUATION

The chart below is from the secondary report section of a college application and is an example of how your counselor and teachers will be asked to evaluate you. Imagine that you are your own counselor and complete the chart (offer explanations of your ratings if you want). Mark an X in the appropriate box.

### Intellectual Ability and Achievement

How would you rate the candidate as to academic ability, motivation, writing skills and speech?

	Below Average (lowest 40%)	Average (middle 20%)	Above Average (next 20%)	Good (highest 15%)	Excellent (highest 5%)	Superlative (highest 1%)
Academic Ability						
Motivation						
Writing Skills						
Speech						

### Character and Personality

	No Basis for Judgment	Below Average (lowest 20%)	Average (middle 20%)	Above Average (next 20%)	Good (highest 15%)	Excellent (highest 5%)	Superlative (highest 1%)
Energy and Initiative							
Independence							
Originality							
Creativity							
Leadership							
Self-Confidence							
Sense of Humor							
Concern for Others							
Reaction to Concern / Setbacks							
Respect Accorded by Classmates							
Respect Accorded by Faculty							



