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:

- 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, pquintana@ltusd.org or 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 with 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.
However, when application is completed by mail you must give registrar request at least 5 days prior to the deadline to allow for processing and mail time.

**PRIVATE UNIVERSITY OR SCHOLARSHIP ORGANIZATION**

Please list only the private universities and scholarship that you are going to send a complete application that will require a letter of recommendation.

<table>
<thead>
<tr>
<th>NAME OF UNIVERSITY</th>
<th>TYPE OF APPLICATION (Online or Paper)</th>
<th>DUE DATE</th>
<th>EARLY ACTION</th>
<th>REGULAR</th>
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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 #:__________________________

<table>
<thead>
<tr>
<th>Grade/Year</th>
<th>Career Experiences</th>
<th>School, Community, Employment, and Summer Activities</th>
<th>Offices Held and Honor Won</th>
<th>Responsibilities</th>
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<tbody>
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<td>Grade 9</td>
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<td>Grade 10</td>
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<td>Grade 12</td>
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</table>
STUDENT PERSONAL DATA FORM

1. Personal Information
Name _____________________________________________________________
Address __________________________________________________________________
Home Phone __________________________ Date of Birth ________________________

Other high schools attended:
Name __________________________ Location ____________________________
Grade Level / Dates
____________________________________________________________________

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 ______________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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?**

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

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

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<th>Subject Test:</th>
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<td>Subject:</td>
<td>Verbal Math Writing Date Taken</td>
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<td>Score:</td>
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**ACT**
ACT: Math Writing Critical Reading Science Composite

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<td>Math</td>
<td>Writing</td>
<td>Critical Reading</td>
<td>Science</td>
<td>Composite</td>
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**AP Tests**

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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?

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<th></th>
<th>Below Average (lowest 40%)</th>
<th>Average (middle 20%)</th>
<th>Above Average (next 20%)</th>
<th>Good (highest 15%)</th>
<th>Excellent (highest 5%)</th>
<th>Superlative (highest 1%)</th>
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<td>Academic Ability</td>
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<td>Motivation</td>
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<td>Writing Skills</td>
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<td>Speech</td>
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**Character and Personality**

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<th>No Basis for Judgment</th>
<th>Below Average (lowest 20%)</th>
<th>Average (middle 20%)</th>
<th>Above Average (next 20%)</th>
<th>Good (highest 15%)</th>
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<td>Reaction to Concern / Setbacks</td>
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<td>Respect Accorded by Classmates</td>
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<td>Respect Accorded by Faculty</td>
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1. Choose three adjectives that best describe your child. Why did you choose these three?

1. __________________________
2. __________________________
3. __________________________

2. Please describe any significant family events that have occurred over the last 4-5 years that may have affected your student’s performance in high school (whether it actually did or not). (i.e. death of a parent or close relative, divorce or separation of parents, extended illness of a family member, etc.)
3. VERY IMPORTANT! Imagine that you are being asked to write a non-academic recommendation letter to be included as part of your child’s college admissions packet. What would you want the admissions office to know about your child that they would not be able to glean from their schools records? We want to leave no stones unturned in our effort to completely characterize your student to college admissions officials. We assure you that your comments will be incorporated into our letter in a sensitive fashion and that, in the past, these parental insights have made a tremendous difference in the quality of the finished letter. Parents have talked about the student’s significant role in the family, their religious involvement, community and charitable work, etc.