

**South Tahoe High School
Counseling Department
Letter of Recommendation Process**

Dear Parents and Students

Seniors who will be applying to private universities may be asked to provide one to three letters of recommendation as a part of the college 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 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 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 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 counselor and the college admissions office. Counselors are not obligated 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 / /

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 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, Stephanie McClendon or Amy Jackson
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
smcclendon@ltusd.org
ajackson@ltusd.org
- Have either an ACT or SAT score on file
If you have not yet taken the SAT/ACT college entrance exams, you need to register for the earliest available due date. Most colleges require one of these scores as part of their admission evaluation. In addition, the NCAA require test score information to determine athletic eligibility for participation in NCAA Division I and Division II participation. Students need to complete the Free and Reduced Lunch paperwork to receive a fee waiver for the ACT and/or SAT tests. Eligible students can request fee waivers at the counseling office.
- Be certain your "Profile Packet" is complete and submitted to your counselor on time!
Remember that the information you provide helps your counselor compose a letter of recommendation that is personally tailored to your unique character, qualities and abilities.

- Request teacher recommendations for many colleges

Find out the requirements for each college that you will be applying for admission

- Make a copy of the student profile for the teachers that you need to write recommendations
- Make your request personally. Talk to the teacher at least 3 weeks prior to the deadline date.
- Follow up with a thank-you note after the letter is written.

- Some colleges require mid-year reports.

- Scholarship applications usually require recommendations and official transcripts.
Students may want to use the same letters of recommendation for each scholarship application.
Students must give at least two weeks to a school official if they need a recommendation.
Students must give the registrar two days processing time to complete official transcripts.

PRIVATE UNIVERSITIES

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

NAME OF UNIVERSITY	TYPE OF APPLICATION (Online or Paper)	DUE DATE	EARLY ACTION	REGULAR

**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 #_

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

**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):

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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_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Do you come from a historically disadvantaged background (i.e., low income for several years, first generation college student, refugee 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. What experiences have you had in High School (Volunteering, interning, working and/or academics) that directly relate to your intended college major?

- 14. 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.**
- 15. Please expand on your academic strengths, awards and accomplishments. Why are these significant to you?**
- 16. Life's obstacles allow us to grow. Describe an obstacle that has affected you. What did you learn? How has it made you stronger?**
- 17. 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.**

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

19. 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.

TESTING INFORMATION

SAT

Reasoning Test: Verbal _____ Math _____ Writing _____ Date Taken _____ Verbal _____
 _____ Math _____ Writing _____ Date Taken _____

Subject Test:

Test Name			
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							

PARENT INPUT

Student Name _____

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 stone 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.