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

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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
  smclendon@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.
o 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.

o Some colleges require mid-year reports.

o 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.

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

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<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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<td>Grade 9</td>
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<td>Grade 10</td>
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<td>Grade 12</td>
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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):
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, 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:

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<th>Test Name</th>
<th>Score</th>
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ACT
ACT: Math _______ Writing _______ Critical Reading _______ Science _______ Composite _______
Math _______ Writing _______ Critical Reading _______ Science _______ Composite _______

AP Tests
Test: _______ Score _______ Test: _______ Score _______ Test: _______ Score _______
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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?

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<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><strong>Speech</strong></td>
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**Character and Personality**

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<th>Average (middle 20%)</th>
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<td><strong>Sense of Humor</strong></td>
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<td><strong>Reaction to Concern / Setbacks</strong></td>
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<td><strong>Respect Accorded by Faculty</strong></td>
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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.