



COUNSELOR RECOMMENDATION PACKET

When you apply to colleges and many scholarships, you will usually be expected to submit an application, a personal statement of some sort, a transcript, and a letter of recommendation. Although the first three items will provide a great deal of self-reported information and numerical data, only letters of recommendation can provide complete strangers with a “snapshot” of the unique attributes you have shown to others. The first step is deciding who you would like to write your letter of recommendation. Considering your letter will often be read by one or several individuals who have the ability to forever change your life, you need to choose wisely. Begin your search by becoming familiar with what your application asks you to do and do exactly as instructed. Far too many students hand in application packets that only vaguely resemble the original instructions. When a Poly HS Staff member accepts to write your letter it is proper protocol that you furnish them with a copy of this completed recommendation packet. Some teachers may also have their own letter of recommendation guidelines and forms so be aware, this is an arduous and tedious process. The information that you have tediously inputted will ensure that a quality letter of recommendation will be generated. Remember, the more information you input the more “stuff” they will be able to write about you! *This is no time for modesty!*

Completing this packet is strongly recommended, it includes:

Procedural Checklists
Colleges / Scholarship List
Personal Information
Activities List
Self Evaluations
Parent Letter
Permission to release education record information

STUDENT LETTER OF RECOMMENDATION QUESTIONNAIRE

If you need a letter of recommendation for your college application or scholarship program, complete this packet and give it to your counselor by the due date. Because the information you provide will be used by your counselor to illustrate your most salient characteristics, you need to fill out the packet completely. REMEMBER TO BE MINDFUL. PEOPLE WHO WRITE LETTERS NEED AT LEAST A TWO WEEK NOTICE! A LATE REQUEST WILL RESULT IN EITHER A HASTILY WRITTEN LETTER OR NO LETTER. ALL COMPLETED LETTER OF REC. PACKETS ARE DUE TO COUNSELORS BY FRIDAY, Last week of November, or first Friday in October for Early Decision Applicants. (Regardless of college/university deadlines).

CHECK LIST FOR COLLEGE LETTERS OF RECOMMENDATION

1. STUDENT completes these forms and includes as much information as possible. Be sure to include the parent & your potential college admission essays.
2. STUDENT completes and signs the relevant section on the SECONDARY SCHOOL REPORT/COUNSELOR EVALUATION form found in each college application packet. If you are applying online, which is the preferred method, you need to print the necessary forms for your counselor. For most private colleges, there are separate forms for teachers and counselors, so make sure you get both. Keep in mind that UC's and CSU's DO NOT use Secondary School Reports and they DO NOT require or accept letters of recommendation.
3. For EACH TEACHER that you request a letter of recommendation from, the STUDENT will provide the TEACHER with:
 - A copy of the recommendation packet
 - The appropriate TEACHER EVALUATION form provided by the college
 - A STAMPED envelope addressed to the college with Poly HS return address
4. For EACH college that requires a COUNSELOR recommendation, the STUDENT will provide his or her counselor with:
 - Complete packet
 - The appropriate COUNSELOR EVALUATION form provided by the college aka Secondary School Report
 - A MANILA envelope, addressed to the college, with THREE FIRST-CLASS STAMPS
 - Return address for all envelopes: Poly High School 5450 Victoria Ave. Riverside Ca. 92506
5. STUDENT will collect MID-YEAR REPORTS for each college that requires one. For EACH Mid-year report, include a 9X12 envelope with TWO STAMPS addressed to the college. Important: If you change your mind about applying to a specific college, please let your counselor know ASAP! Please keep your Mid-year Reports in a safe place and give them to your counselor in January.
6. Put ALL of the aforementioned items into the manila envelope. If you are applying to MORE THAN ONE SCHOOL and require multiple letters, place ALL of the individual envelopes into ONE FOLDER. On the outside of the envelope, write your name in LARGE PRINT in the upper right-hand corner.

CHECK YOUR DEADLINES CAREFULLY! AGAIN, THE “Letter of Recommendation Packet” MUST BE GIVEN TO YOUR COUNSELOR BY the last FRIDAY in NOVEMBER, BUT PREFERABLY SOONER. Letters will be written in the order in which the **completed** packets are received.

- *Your counselor will send the following information:*
- School Profile
- A letter of recommendation and secondary school report if applicable
- *YOU are responsible for submitting:*
- SAT, SAT II and/or ACT scores
- High School Transcript (The registrar in the front office can send out official transcripts)
- Your application and deposit before the due date
- Your official test scores sent directly from ETS to the colleges you are applying to
- Your teacher recommendations if applicable. Many times teachers will mail them out separately.
- Consider the time and effort that your teachers and counselors are putting into your letter. A thank you is always a nice gesture.

COLLEGE/SCHOLARSHIP LIST

NAME _____ STUDENT # _____ DATE SUBMITTED _____

Fill in the name of each college/university or scholarship for which you would like a recommendation. **Check** each column item you want your counselor to complete: the Secondary School Report, the letter of recommendation, and / or the Mid-year Report. Write the due date or deadline for each college/university/ scholarship. The two dates completed and the admission status columns are for counselor use only. Please leave them blank. You do not need to list a due date for the Mid-year Report. That form will be sent as soon as first semester grades are posted in January.

COLLEGE/UNIVERSITY SCHOLARSHIP NAME	SECONDARY SCHOOL REPORT (YES, Attached) (NO)	LETTER	DUE DATE	DATE COMP	MID YEAR REPORT	DATE COMP	ADM STATUS

Total number of recommendations to be processed _____.

Directions: Please list below any other schools you applied to which do **not** require a letter of recommendation. Colleges that typically fall into this category are public institutions like the UC's or the CSU's as well as many out-of-state public colleges.

1.) List all **UC's** and the major you applied to below:

University	Major

2.) List all **CSU's** and the major you applied to below:

University	Major

3.) List all **Out-of-State Public Universities** and the major you applied to below:

University	State	Major

4.) List every **Private College** you applied to that is **not** listed on the front:

University	State	Major

STUDENT INFORMATION

The information provided on this form will assist us in completing the Secondary School Report(s) you need for private colleges or scholarships. Detail as completely as possible all information concerning your interests, special talents and activities. **BE COMPLETE!** Type or print legibly. **You may use essay or bullet form.** Make a copy. Be sure to provide all additional materials and information requested on the Junior Questionnaire. You can use additional pages if you need more space.

Full Name: _____ Age: ____

Phone: (_____) _____ - _____ E-mail: _____

Address: _____

Purpose of recommendation? _____ Student ID# _____

Father's/Guardian's Name and Occupation: _____ College attended _____

Mother's/Guardian's Name and Occupation: _____ College attended _____

*UC/CSU GPA includes 10th and 11th college-prep classes only. Refer to <https://doorways.ucop.edu/list/> for details.

Is Financial Aid a factor in your college decision? Many scholarships, grants and College Board fee waivers are based on financial need. This means that it is based on your family income and the number of family members.

If you wish to be considered for these opportunities, please complete the questions below. All information is kept CONFIDENTAL.

- A. Approximate yearly family income: _____
- B. Number of family members or dependants: _____
- C. Please let us know of any unusual family circumstances that will help us determine financial aid eligibility. Feel free to attach additional pages.

Have you ever been suspended or expelled from any high school? Yes ___ no ___ if yes, explain:

List the colleges you are applying to in order of preference and your probable major for each:

1. _____ / _____ 2. _____ / _____
3. _____ / _____ 4. _____ / _____
5. _____ / _____ 6. _____ / _____

List three occupations you are considering in ORDER OF PREFERENCE, and explain briefly what it is about the occupation that interests you and why you might be successful in such a field.

1. _____

2. _____

3. _____

What event or activity (positive or negative) has had the most significant impact on you in your life and shaped you as a person? Why?

Pick three adjectives that you believe best describe who you are.... and describe why you selected them:

1. _____

2. _____

3. _____

Discuss any significant increases or decrease in your academic performance. Explain to us why your grades may have gone up or down?

Where do you see yourself in five years? Why and how did you arrive at this decision?

EXTRA-CURRICULAR AND PERSONAL ACTIVITIES LIST (if you already have a resume, write “see attached” and include it with your other materials):

School-related activities (clubs, teams, service organizations, student government, etc.) If you hold/held an office or particular responsibility, please describe. List most recent first:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any activities in which you have taken a leadership role:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any non school-related activities in which you have participated:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST AND DESCRIBE ANY COMMUNITY SERVICE YOU HAVE DONE: (It would be helpful to know what, specifically, you do and why this volunteer work is important to you.)

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any work experience you have had:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any awards/honors you have earned:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

SELF-EVALUATION

The information you provide in this questionnaire can be of great importance to your college planning. It will be used by your counselor to prepare materials to submit to colleges in support of your application.

****Read the statements below carefully and rate yourself accordingly. Be honest and realistic!**

Ratings	Below Average	Average	Good	Excellent	Outstanding
Ability to organize and use time					
Self-confidence					
Desire to learn new things					
Willingness to take risks					
Ability to get along with others					
Willingness to work hard					
Imagination/creativity					
Ability to express self					
Sense of humor					
Concern for others					
Emotional maturity					
Reaction to setbacks					
Ability to understand new concepts					
Self-discipline					
Growth potential					
Leadership					
Energy					
Motivation					
Warmth of personality					
Personal initiative					

PARENT LETTER

What would you want the admissions office to know about your child that they would not be able to glean from only school records and the college application? Parental insight makes a tremendous difference in the quality of a finished letter of recommendation, so we encourage you to address this portion of the brag packet with anecdotes and other pertinent information that is not already used in the college application. Possible topics may include discussion regarding your son or daughter's greatest strengths, most unique characteristics, significant family events, personal obstacles, etc.

(Typed attached sheets are highly recommended)

**PERMISSION TO RELEASE EDUCATION RECORD INFORMATION FOR LETTER OF
RECOMMENDATION AND OFFICAL TRANSCRIPT**

The counseling department at Poly High School strongly suggests that a student/parent/guardian who seeks a letter of recommendation always waive access to read it. Although the counselors will write a letter for a student/parent/guardian who does not waive access, the letter will be neutral in nature and not as instrumental in the college admissions process as a letter with access waived.

Name of Student: _____ ID Number: _____
(Print Name)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the parent or legal guardian of the student whose name appears above, hereby authorize (counselor/instructor) _____ to write a letter of recommendation in which he/she may reference the following educational records, personal information and release official transcript.

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) this consent shall remain in effect until revoked by me, in writing, and delivered to Poly High School, but that any such revocation shall not affect disclosures previously made by Poly High School prior to the receipt of any such written revocation.

Please check one box:

- I waive my right to review a copy of this letter at any time in the future and give permission to send an official transcript.*

- I do not waive my right to review a copy of this letter at any time in the future but still give permission to send an official transcript.*

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

POLY HIGH SCHOOL OFFICIAL TRANSCRIPT REQUEST

Name _____

Birthdate _____ Graduation Year _____

College/Agency _____

*Student records can only be released with written request of the student or Parent/Guardian. Mailed transcripts require a parent's signature, **if student is under 18 years old**. Allow 2 days to process*

**Test Scores are not included on your transcript (SAT, ACT)
You must have them sent directly from College Board**

Student Signature _____ Date _____

Parent/Guardian Signature _____

_____ Pick Up _____ Mail (include stamped addressed envelope)

POLY HIGH SCHOOL OFFICIAL TRANSCRIPT REQUEST

Name _____

Birthdate _____ Graduation Year _____

College/Agency _____

*Student records can only be released with written request of the student or Parent/Guardian. Mailed transcripts require a parent's signature, **if student is under 18 years old**. Allow 2 days to process*

**Test Scores are not included on your transcript (SAT, ACT)
You must have them sent directly from College Board**

Student Signature _____ Date _____

Parent/Guardian Signature _____

_____ Pick Up _____ Mail (include stamped addressed envelope)