

**Counselor Letter of Recommendation Request Packet
2018-2019**

Dear Senior,

If you are applying to a private university or an out-of-state public university that requires a counselor recommendation form, a secondary school report, and/or a counselor letter of recommendation, *we are pleased to do this for you! Please read over all of this information in this packet first.*

Counselors, teachers, and school faculty voluntarily write college recommendations to support you in meeting your college goals. We craft *individualized* recommendation letters and because of the time this takes to complete for you, we ask that you adhere to the following steps and deadlines listed below:

1. See your counselor in person at break, lunch, before or after-school to request a recommendation.
2. Complete the accompanying packet (typed) and submit it to your counselor, in person, by the deadline. Deadlines are listed below. If you have a resume, include it.
3. Complete packet thoroughly. Incomplete or illegible packets will not be accepted.
4. Once you request a recommendation and then submit the packet, you still have additional tasks to complete. See "Recommendation Request Checklist" on the next page.

THIS PACKET IS DUE TO YOUR COUNSELOR BY THE FOLLOWING DEADLINES*:

<i>Application Deadline</i>	<i>Deadline to submit this packet to your counselor</i>
September 27	September 6 by 3:00 p.m.
November 1	September 20 by 3:00 p.m.
November 15	September 20 by 3:00 p.m.
December 1	October 18 by 3:00 p.m.
December 18 & later	October 18 by 3:00 p.m.

**Failure to meet the above deadline jeopardizes the recommendation being submitted by the application deadline.*

RECOMMENDATION REQUEST CHECKLIST

Turn in with your paperwork to your Counselor showing all items are complete.

For Common App Schools:
I am applying to Common App Schools

- Yes
- No

If you are applying to Common App Schools, you must do the following:

- I have registered with Common App Online.
- I have selected my colleges and the dates on which my application is due (early decision, regular decision, etc.).
- I have completed the "Education" section of the Common Application.
- I have invited my counselor as a "Recommender" and have entered her email address as it is listed at the bottom of this page (see below for counselor email addresses).
- I have prepared a packet that includes:
 - The completed Counselor Recommendation Request Packet
 - My current resume, including all activities and academic achievements (if you have one)
- I have checked the box indicating I waive my right to see my recommendation on both the Common App website and on the counselor recommendation forms (for schools not on the Common App).
- I have signed the Early Decision agreement, and had my parent sign as well.

For Non-Common App Schools:
I am applying to Non-Common App Schools

- Yes
- No

If you are applying to Non-Common App schools (using paper forms or SENDEdu), you must do the following:

- I have prepared a packet that includes:
 - The completed Counselor Recommendation Request packet
 - My current resume, including all activities and academic achievements (if you have one)
 - The counselor recommendation paper or online forms (Secondary School Report) and mid-year reports (found in the admissions application) for schools that are not on the Common App
- I have checked the box indicating I waive my right to see my recommendation on both the application website and on the counselor recommendation forms (for schools not on the Common App).
- I have filled out the student information at the top of the counselor recommendation form, including the school CEEB number (051034).
- If the college is using SENDEdu for counselors to submit forms, you have added her as a recommender and entered her email as the following:

Student Last Name	Counselor	Email address
A-E	Ms. Campos	fcampos@ggusd.us
F-L	Ms. Molina	emolina@ggusd.us
M-Rh	Ms. Alaniz	abilvado-alaniz@ggusd.us
Ri-Z	Ms. Le	jle@ggusd.us

PLEASE NOTE: COUNSELORS WILL NOT ACCEPT YOUR RECOMMENDATION REQUEST UNTIL YOU HAVE INDICATED IT IS COMPLETE BY HAVING CHECKED ALL THE APPROPRIATE ITEMS ABOVE. INCOMPLETE, LATE, OR ILLEGIBLE REQUESTS WILL NOT BE ACCEPTED.

Student Authorization Form to Release Information

Please read the following statements and sign below if you are requesting a letter of recommendation from your counselor.

- I and my parent(s)/guardian(s) authorize the release of my school transcript and other school records to the colleges and universities to which I apply.
- I and my parent(s)/guardian(s) understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.

Student Name

Student ID number

Student Signature*

Date

Parent/Guardian Signature*

Date

**Print this document first and then sign and obtain parent or guardian signature in the above lines before submitting this form to your counselor.*

GARDEN GROVE UNIFIED SCHOOL DISTRICT
PACIFICA HIGH SCHOOL

Office Use
ONLY

Date Rec'd

BRAG SHEET- Information MUST BE TYPED

Class of: _____

PERSONAL INFORMATION

Name: _____

First

Middle

Last

Date of Birth: _____ Place of Birth: _____

Currently I live with: (check all that apply)

Father

Mother

Guardian

Aunt

Uncle

Other relative

1st Parent/Guardian

2nd Parent/Guardian

Name: _____

Name: _____

Relation to student: _____

Relation to student: _____

Occupation: _____

Occupation: _____

Highest Education Level: _____

Highest Education Level: _____

Name of Sibling	Age	School of Attendance	Major or Occupation

COLLEGE INFORMATION- List the colleges you are applying to and intended major for each

College	Intended Major (also list minor and/or alternate)	Application Deadline

STANDARDIZED TEST SCORES

SAT Reasoning:

Date	Math	Reading & Writing	Essay	Total

SAT Subject:

Date	Subject	Score

ACT:

Date	Total Score	Science Score	Math Score	Writing Score	English Score	Reading Score

SELF EVALUATION: Be honest with yourself!

Below Average Above Real
Average Average Average Strength

Ability to organize/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 write

Ability to read and understand

Ability to express self orally

Sense of humor

Concern for others

Emotional stability

Reaction to set backs

Ability to understand new or difficult concepts

Self-discipline

Growth potential

Leadership

Energy

List five adjectives, which you believe best, describe you

1.	
2.	
3.	
4.	
5.	

List of school and or community activities

Activity	Circle Grades Participated	Position Held	Brief Description of what YOU did
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		

Work experience: (company name and position held)

Company	Dates of Employment	Position Held	Job Description

Honors and Awards: List up to the top 5 awards you have received in high school

Years or Year Awarded	Award Title	Description

Hobbies/Special interests

4. Are there circumstances that have affected your academic performance? (e.g. job or home responsibilities, illness, or other factors which are unique to your background)?

5. Please write about your overall strengths as a student.

6. Please write about your overall weaknesses as a student.

7. Describe how you plan to pursue your academic interests in college. Address your intended major (and alternate major, if applicable)

8. What do you feel you can contribute both academically and socially to the college you attend?