2017-18 Letter of Recommendation GUIDELINES

DEADLINES to Request Letters for College Admissions from COUNSELOR/TEACHER:

Early Action/Early Decision: SEPT 29, 2017
** REGULAR Admissions (including USC scholarship): NOVEMBER 10, 2017

1. ALWAYS: ASK recommender IN PERSON prior to inviting them online, sending an email or leaving a request in their mailbox.

2. ALWAYS: Provide BRAG SHEET and RESUME (attach copy of extracurricular activities, internships, work-experience, clubs and/or sports your involved in).

3. ALWAYS: *IMPORTANT* Provide as much DETAILS and EXAMPLES when answering the questions on brag sheet. DO NOT BE SHY! The more information you provide, the stronger the letter your Counselor and/or Teacher can write about YOU!

4. ALWAYS: Adhere to DEADLINES when requesting a recommendation

ALSO... Be sure "Waiver of Access" has been signed, i.e. you waive your right to read your counselor's/teacher's recommendation.

-AND-

I understand the school will MAIL or SUBMIT ONLINE all counselor letter of recommendation – the letters will NOT be given to me.

5. *OPTIONAL* Write a Thank you note to show appreciation for your recommender's time and effort.
PURPOSE of Recommendation Letter:

- Common Application
- College
- Scholarship
- Other
- EOP
- Honors Program

Student Name: ___________________________ Date: _______________

Email Address: ___________________________ Cell Number: ________

List ALL colleges, programs or scholarships along with deadlines:

1. ____________________________________ Deadline Date:   
2. ____________________________________ Deadline Date:   
3. ____________________________________ Deadline Date:   
4. ____________________________________ Deadline Date:   
5. ____________________________________ Deadline Date:   
6. ____________________________________ Deadline Date:   
7. ____________________________________ Deadline Date:   
8. ____________________________________ Deadline Date:   
9. ____________________________________ Deadline Date:   
10. ____________________________________ Deadline Date:  

List ACT and/or SAT Scores:

<table>
<thead>
<tr>
<th>Standardized EXAM</th>
<th>Month/Year Taken</th>
<th>OVERALL Score</th>
<th>ACT –OR- SAT MATH Score</th>
<th>ACT –OR- SAT READING Score</th>
<th>ACT –OR- SAT WRITING Score</th>
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1.
Period 1: ________________________________  
Academic GPA: _______  

Period 2: ________________________________  
UC/CSU (10th - 12th) GPA: _______  

Period 3: ________________________________  
Total GPA: _______  

Period 4:  

Period 5:  

Period 6:  

**Additional Information:**

Did you qualify for the SAT or ACT fee waiver? ☐ Yes ☐ No  

Are you a first generation college student? ☐ Yes ☐ No  
(Parent/legal guardian(s) have not completed a bachelor’s degree at a four-year college or university)

*If you are an undocumented student (AB540, A Dreamer) please consider letting your counselor or recommender know.

1. WHY do you want to attend this/these particular school(s) –OR- why are you applying to this scholarship?
   
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. WHAT do you plan to major or study in college? WHAT career field interests you?
   
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
3. Have you had any DIFFICULTIES you have had to overcome? How has it AFFECTED your life? How did you OVERCOME it or deal with the situation?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
4. WHAT do you think you are good at doing? Describe why? List any of strengths?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
5. What THREE adjectives would you use to describe yourself? Explain WHY these three fit you.
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_______________________________________________________________________________________
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_______________________________________________________________________________________
6. How do you believe you MEET THE CRITERIA of the school(s) that you are applying to –OR- the scholarship that you are applying for?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
7. What STRENGTHS as a student (positive qualities about yourself in the context of school) do you bring to your STUDIES and SCHOOL CULTURE/ENVIRONMENT? What are your greatest weaknesses and why?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
8. What do you think people who know you would be SURPRISED to learn about you?
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_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
9. **How would your TEACHERS describe you** (the type of student you are)?

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10. **What EXPERIENCES** (extra-curricular activities, work experience, hobbies, volunteer work in the community, leisure time interests) have been MEANINGFUL to you? How do those experiences RELATE TO YOUR STRENGTHS as a student and a person? Please elaborate and provide details and examples.

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

11. **What COMMUNITY SERVICE** have you done? **What has it meant to you?** **What have you LEARNED?** Why did you CHOOSE this community service?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
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12. **List THREE achievements in your life of which you are most proud and why:**

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_______________________________________________________________________________________________
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_______________________________________________________________________________________________

13. **Please describe the QUALITIES AND ACCOMPLISHMENT(S) you would bring to a college campus?**

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_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

14. **Is there ANY other information you would like to share with me so that I can make an honest appraisal of you the colleges?** Any specific things about yourself that you would like me to emphasize??

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
1. What QUALITIES best describe who you are?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

2. Do you feel you have a DISADVANTAGED background (i.e.) low income for several years, first generation college student, and inner-city or migrant family? Yes, no, why?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

3. Why do you believe you QUALIFY for EOP, and what services or assistance would you use to succeed in college?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

4. Please discuss any barriers you have experienced that might have hindered your achievement. Do you believe they will continue to affect your performance in college?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
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