

2020-21 Letter of Recommendation Instructions

Please keep this sheet for your reference



Secondary School Report and Letters of Recommendation:

- Most private university and scholarship applications will require that students submit secondary school reports and letter(s) of recommendation. **Please Note: California public universities (Cal States and UCs) do not require or accept letters of recommendation. DO NOT complete this packet if these are the only types of colleges to which you are applying**
- Secondary School Report and letters of recommendation give evaluators and selection committees' alternate information about you the person. Keep in mind that these individuals will already have objective information – your grades, classes and test scores – they want to know about your character and who you are outside of the classroom, more appropriately, how others see you!
- Many colleges subscribe to Common App (www.commonapp.org). This is a convenient way for you to streamline multiple college applications in one place. If you do not find your college listed on Common App, please check their admission page for their preferred application.
- **It is highly recommended that you waive your FERPA rights.** Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.

Teacher Letter of Recommendation Worksheet:

Universities typically require 1-2 letters of recommendation from teachers. Check each university's application to determine if teachers of a specific grade level (or subject area) need to write the letter.

- ✓ Ask teachers, who know you well and who will write you a personalized and positive letter of recommendation. It is preferable that you are currently in his or her class or were a student of theirs the previous year.
- ✓ Complete the **Student Input for Teacher Rec Form** - Provide your recommenders with important information that they may need to write a letter that truly represents your good qualities, character and outstanding skills.
- ✓ Provide a completed copy of the College Application Worksheet
- ✓ Common App – You must add the teachers name and email address on the “recommenders” section of the Common App. Ask your teachers which email address he/she would like you to use. This will send them a link, which they will then use to attach the recommendation to your application.

Counselor Letter of Recommendation Packet:

- All counselors will submit their letters online. Identify your letter writer and add their name and email (be sure to use the one listed in this packet) to the “recommenders” section of the Common App. Use this counselor's name and email anywhere it asks you for your counselor's name on your application.
- Complete all items noted below and deliver to your counselor via email or shared Google Doc.

Counselor Letter of Recommendation packets MUST include:

- ✓ Cover Page
- ✓ College Application Worksheet
- ✓ Student Profile
- ✓ Self-Evaluation
- ✓ Personal Letter of Recommendation – Refer to sample
- ✓ Student Resume – Refer to sample

Optional (but highly recommended)

- ✓ College Essay (rough draft ok)
- ✓ Parent Brag Letter

Transcripts: SVUSD utilizes Parchment as their transcript management system (www.parchment.com). For Common App schools, you must order just one transcript to be sent to Common App. This will link to all colleges listed within your Common App account. Remember, UC and CSU campuses do not want a transcript. Students will be notified if these colleges would like one sent later.

Packet Due Date	Deadlines- College/Scholarship Evaluations and Recommendations
Friday – October 2, 2020	College applications or scholarships with a deadline in November or December
Monday – November 2, 2020	College applications or scholarships with a deadline of January 1 st or later
A late request will result in either a generic letter written or no letter at all (at the discretion of the Counselor or other evaluator depending on their workload and timeframe).	
Please Note: Recommenders WILL NOT be available to complete college evaluation paperwork or recommendations during Winter Break. Please adhere to deadlines to avoid this.	