LAGUNA HILLS HIGH SCHOOL

Letters of Recommendation Instructions

Timeline to submit requests for letters of recommendation:

Early Action/Early Decision: ***October 4th***

Regular Decision: ***November 1st***

California public universities (CSUs and UCs) do not require or accept letters of recommendation. Only complete this packet if you are applying to private universities and/or out of state universities that require letters of recommendation.

The majority of private universities use the **Common Application** for admission purposes. Visit the website to determine which of your colleges use the common application.

www.commonapp.org

Counselor/Administrator Recommendation Process (aka Secondary School Report)

Find the counselor/administrator responsible for writing your letter of recommendation below:

Student Last Names:	Counselor/Administrator Responsible
A-D	Murle Sango – Counselor Murle.Sango@svusd.org
E-H	Shane Vinagupta – Assistant Principal Nantachai.Vinagupta@svusd.org
I-L	Julie McClure – Counselor Julie.McClure@svusd.org
M-P	Jay Chadwick – Assistant Principal Jay.Chadwick@svusd.org
Q-T	Joshua Van Dyke – Counselor Joshua.VanDyke@svusd.org
U-X	Mike Marzilli – Assistant Principal Michael.Marzilli@svusd.org
Y-Z	Monica Rivas – Intervention Counselor Monica.Rivas@svusd.org
ASB Students	Chelsea Maxwell – Activity Director Chelsea.Maxwell@svusd.org

1. All Counselors/Administrators will submit their letters online.
    a. You need to add and invite your assigned **counselor/administrator's** name and **email** (be sure to use the one listed above) to the "recommenders" section of the Common App. This will send them an email with a link, which they will use to attach the recommendation to your application. ***Use this counselor/administrator's name and email anywhere it asks you for your counselor's name on your applications.***
    b. Print out and complete the College Application Due Dates, Questionnaire for Counselor/Administrator, College Essay, Parent Brag Letter, Self-Evaluation Form, Extra-Curricular Activities List **OR** Resume, and Teacher Input Form**.**

2. Deliver completed packet directly to the person writing your letter by the deadline listed at the top of this document. Do not leave it on their desk or door.
3. Request transcripts:
    a. The district requires students to order their transcripts online (for a fee) and have their transcripts sent electronically to their colleges.
    b. Visit www.parchment.com to do this
        Order your transcripts:
            1. DO NOT ORDER TRANSCRIPTS FOR UC and CSU schools unless specifically asked by the school.
            2. If using Common App, you must order just ONE transcript and have it sent to the Common App (not to each college).
    c. After first semester is over, you will need to request a midyear transcript to be sent to the Common App so your colleges can see your first semester grades.

Teacher Recommendation Process

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

1. Ask your teacher if he/she would be willing to write a letter for you.
2. If so, let your teacher know that the letter will be submitted on-line.
    a. You must add the **teacher's name** and **email** on the "recommenders" section of the common app. Ask your teacher which email address he/she would like you to use. This will send them an email with a link, which they will use to attach the recommendation to your application.
    b. Give your teacher(s) a copy of your resume along with your Questionnaire Packet so they will have the information they need to write your letter. Inform them of your college application deadlines.
    c. On the Common App, you can track when your teachers submit letters so you can provide gentle reminders if the deadline is approaching and a letter hasn't been submitted.

College Application Due Dates

(Only list colleges requiring letters of recommendation from Counselor/Administrator (i.e. No UC's or CSU's)

Student Name: _____

Email Address: _____

Colleges on Common App

College Name	Application Due Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Other Colleges NOT on Common App Requiring Letters

Include the forms that need to be completed for these schools

College Name	Application Due Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Questionnaire for Counselor/Administrator Recommendation

NAME_____ DATE_____

Please complete all questions, and be as detailed as possible. The more information you provide, the more information the administrator/counselor will be able to share with your university. Please type your answers directly below.

1) What are you planning to study in college? WHY do you wish to pursue this major or career and have you had any experience in this field?

2) Please list three thoughtful adjectives that you believe describe you and explain why.

3) Describe any talents you have (what sets you apart as an individual).

4) What are you passionate about and why?

5) What accomplishment/endeavor are you most proud of?

6) Describe an event or activity (positive or challenging) that has had the most significant impact on you in your life and shaped you as a person and explain why.

7) Discuss any leadership roles you have assumed. How did this leadership role change you? What did you learn from the experience?

8) Do you work? If so, where do you work, what duties are you responsible for and what have you learned in your job that is different from what you have learned in school? What do you do with your income?

9) What makes you stand out or unique compared to your peers?

10) Discuss any significant increase/decrease in your academic performance.

11) What has been your favorite class at Laguna Hills High School and why?

12) Is there anything which you feel should be mentioned in your letter of recommendation that would be of interest to the admissions committee? Please explain.

13) Did either of your parents attend or graduate from college or are you the first generation to attend college?

14) What was the most significant activity (club, sport, organization, community service, etc.) that you have been involved in? What impact did this activity have on you? Why was this experience so important to you?

College Essay (optional)

Please attach a copy of your college essay for your Recommender to use in writing your letter of recommendation**.**

Parent/Guardian Brag Letter (highly recommended)

(To be completed by parent; please type and attach 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 completed letter of recommendation. Please include any personal anecdotes and other pertinent information that we would otherwise not be aware of. Possible topics may include your son or daughter's greatest strengths, most unique characteristics, significant family events, personal obstacles or triumphs, etc. We thank you for your contribution! ☺

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!

Place an X in the ⃠ that represents you the best.

Ratings	Below Average	Average	Good	Excellent	Outstanding
Ability to organize and use time well	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐

EXTRA-CURRICULAR AND PERSONAL ACTIVITIES LIST

If you already have prepared a resume, write "see attached" and staple it to the back of this packet rather than completing this section.

SCHOOL-RELATED OR NON-SCHOOL RELATED ACTIVITIES (clubs, teams, service organizations, student government, etc.). List most recent first:

Activity	Description	Grade(s)

LEADERSHIP ROLES (i.e. president, captain, etc.):

Title/Office	Description	Grade(s)

COMMUNITY SERVICE ACTIVITIES:

Activity	Description	Grade(s)

WORK EXPERIENCE:

Location/Position	Description of Duties	Grade(s)

SPECIAL AWARDS/HONORS:

Award	Description	Grade(s)

Teacher Input for Administrator/Counselor Letters of Recommendation (Confidential)

Student Section:

_____ _____
Date Last Name First Name

_____ _____
Teacher completing form Administrator/Counselor to receive form

Association with teacher listed above (Example: classes, clubs, athletics, community service, activities,
etc.):_____

Additional information: (Be specific and detailed about your experience in the class. Information about special projects, presentations, etc. will assist teachers in the letter of recommendation process).

Teacher Section:

Teacher insight makes a tremendous difference in the quality of a finished letter of recommendation. This information is for the counselor/administrator to write a comprehensive letter of recommendation for selective universities. Thank you in advance for your time and input. Please deliver this form directly to the administrator/counselor listed above, as this form is confidential.

1. How does this student distinguish himself/herself among the other students in your class (i.e. greatest strengths, leadership roles, most unique characteristics)?

   _____
   _____
   _____

2. Is there something you know about the student that you would want the administrator/counselor to know (i.e. setbacks, accomplishments)?

   _____
   _____
   _____

3. What three adjectives best describe this student? Please give specifics which illustrate these characteristics.

   _____
   _____
   _____

EVALUATION

No basis for Judgment		Below Average	Average	Good (Above Average)	Excellent (Top 10%)	Outstanding (Top 5%)
	Initiative/Motivation					
	Intellectual Curiosity					
	Oral Communication					
	Written Communication					
	Creativity					
	Energy					
	Self-Confidence					
	Leadership/Influence					
	Responsibility					
	Integrity					
	Concern for Others					
	Warmth of Personality					
	Sense of Humor					
	Emotional Maturity					
	Reaction to Setbacks					
	Respect of Faculty					
	Respect of Peers					

ADDITIONAL COMMENTS:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

TEACHER SIGNATURE:

_____

Teachers: Please deliver this confidential form directly to the specified Administrator/Counselor noted at the top of the front side.

Thank you for your time & feedback!