



# POLY HIGH SCHOOL



## STUDENT 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 junior questionnaire. 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!*

### 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 by the end of October (Regardless of college/university deadlines). Preferably sooner. Letters will be written in the order in which the **completed** packets are received. 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

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

1. \_\_\_\_\_ / \_\_\_\_\_ 2. \_\_\_\_\_ / \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_ 4. \_\_\_\_\_ / \_\_\_\_\_

## **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. Make a copy. 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 \_\_\_\_\_

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 **CONFIDENTIAL**.

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.

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

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Please answer the questions on a separate sheet of paper, please attach to the back of this packet hand written or typed.

- 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.
- Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes or contributed to group efforts over time.
- Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.
- What would you say is your greatest talent or skill? How have you developed and demonstrated that talent over time?
- Describe how you have taken advantage of a significant educational opportunity or worked to overcome an educational barrier you have faced.
- Describe the most significant challenge you have faced and the steps you have taken to overcome this challenge. How has this challenge affected your academic achievement?
- Think about an academic subject that inspires you. Describe how you have furthered this interest inside and/or outside of the classroom.
- What have you done to make your school or your community a better place?
- Beyond what has already been shared in your application, what do you believe makes you stand out as a strong candidate for admissions to college?
- Have you had any financial hardships that would keep you from achieving your goals?
- What would you like highlighted in your letter?

**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.

<b>Ratings</b>	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Outstanding</b>
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					

What four words describe you best?:




**PARENT/GUARDIAN LETTER (optional)**

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 ask that you 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**

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 and information:

Please Circle: Grades, GPA, Courses Taken, Extracurricular Activities, Awards/Recognition

The letter of recommendation will be sent to (Please list each university or scholarship):

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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 circle one:**

I waive my right to review a copy of this letter at any time in the future.

I do not waive my right to review a copy of this letter at any time in the future.

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.