

COLLEGE RECOMMENDATION PACKET

PLEASE READ BELOW BEFORE FILLING OUT.

Many of you will soon be applying to colleges. There are several steps to the application process. Please take a few minutes to read below so you will know what to do and when to do it.

- Research college and make a list of colleges
 - Check for deadlines and testing required, and other requirements
- 3 weeks before application deadline
 - Complete this packet and return to guidance.
 - Give Teacher Input For Guidance recommendation to two teachers(these do not count as teacher recommendations for your school)
 - Ask teachers in writing for recommendations you may need for your college.
 - They usually ask for recommendations from a core course teacher.
 - Make sure you use the college forms if they have one.
 - If you are using common application you need to invite the teachers online.
- Filling out your application
 - Read all instructions carefully.
 - Make sure to put your name and birthdate (Dob 08/05/1995) on each page you add to an application.
- If applying by mail-
 - Turn your application and school report pages into guidance at least one week before you wish to have them sent. Remember that mail can take up to a week to get to the school. **DO NOT** bring an application in and expect it to be sent that day. **It is your responsibility to know the deadlines and to meet them.**
- If you choose to send your application on-line or on your own-
 - fill out a “Request for Information” form at least one week before the deadline
 - Your application is not complete until all information is received by the college. If you wait until the deadline to apply on-line, your application will not be complete and you may be shut out of the web site because many other students have also waited until the deadline.

Helpful hints

- Spellcheck doesn't catch everything.
- Read your essay aloud to help you find errors and have a faculty member read your essay.
- Type a resume with all your work experience and activities. It will be useful for scholarship applications as well as the college applications
- Keep a folder or binder with all your college and scholarship information.
- Deadlines are deadlines for a reason. Applications are not accepted after the deadline.

Fill out the attached pages and return them to guidance at the beginning of the school year. When we start receiving information from you we will begin a college folder for you. When you are ready to send your applications, or you have already sent your information to schools, fill out a *Request for Information to Be Sent to Colleges* form. (available in guidance)

Last Name	First Name	Middle Name	D.O.B.
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Your intended major: _____ (If not sure put undecided)

Colleges or institutions to which I am considering applying to:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of Student

Signature of parent(if student is under 18)

Teacher input of recommendation sheets given to: _____

The information you provide here will help us in providing specific detail to colleges and give us a better all around perspective of your high school career. No one else will see this form. It will only be used to help guidance write a good letter of recommendation for you. Answer as many questions as possible.

Please give brief answers to the following question.

1. What three words describe you best and why? _____

2. In what way did you contribute to your high school? _____

3. What is the most exciting or interesting thing that you have learned this past year? _____

4. What are your strengths? _____

5. What are your weaknesses? _____

6. Relate an experience in which you made a mistake or failed in some way, how you dealt with the setback, and what you learned from it.

7. If you could interview one significant person, whom would you choose and why?

8. Are there circumstances during high school that are not reflected in your school records which may have had an effect on your grades? If so, describe (E.G. divorce, parent (s) loss of job, family moving, remarriage of parent (s), personal or family illness).

Activity List

<u>Activity</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>Position, office held, etc.</u>
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School activities- sports, clubs, theatre, academic teams, etc.

_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____
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Volunteer Work

_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____

Honors & Awards

_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____

Work Experience

_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____
_____	___	___	___	___	_____

Please note below any other information that you may wish to be included in your recommendation.
(enrichment courses, college courses, travel, summer programs)

Teacher _____

Student's Name: _____ Date: _____

Family Educational Rights and Privacy Act of 1974- The purpose of this recommendation form is to assist you in making application for colleges, scholarships, or employment. It will serve as aid for advising you in this process. Under the provisions of this Act, you have the right to review your educational records. The Act further provides that you may waive your right to see recommendations. Please check the appropriate box indicating whether or not you wish to waive the right.

I _____ waive _____ do not waive any right of access that I may have this Recommendation form and resultant OHS Guidance Letter of Recommendation.

*** By waiving your right you do not get to see this form once it is completed.**

Student's Signature Date

Please return to Guidance no later than: _____

I am applying to the following institutions: _____

My intended major is: _____

Please give your opinion of this student's qualification for these schools or jobs. Clear, concise Statements are very useful to us. Comments about his or her special strength in such areas as initiative, industry, reliability, leadership, and personality will be most useful.

Teacher's signature Subject Date

	No Basis	Below Average	Average	Above Average	Outstanding
How would you rate the candidate on the following?					
Academic ability	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____
Written Expression	_____	_____	_____	_____	_____
Verbal Expression	_____	_____	_____	_____	_____

Is the academic record a true index of the student's ability or have outside circumstances affected achievement? _____

Character and Personality

In making the following ratings, please keep in mind that they will be used to compare this student with other very capable students whom you have known.

	No Basis	Below Average	Average	Above Average	Outstanding
1. Energy and Initiative	_____	_____	_____	_____	_____
2. Independence	_____	_____	_____	_____	_____
3. Originality	_____	_____	_____	_____	_____
4. Leadership	_____	_____	_____	_____	_____
5. Self-confidence	_____	_____	_____	_____	_____
6. Manners	_____	_____	_____	_____	_____
7. Concern for others	_____	_____	_____	_____	_____
8. Reaction to criticism	_____	_____	_____	_____	_____
9. Reaction to setbacks	_____	_____	_____	_____	_____
10. Sense of responsibility	_____	_____	_____	_____	_____
11. Respected by classmates	_____	_____	_____	_____	_____
12. Respected by faculty	_____	_____	_____	_____	_____

	Not Recommended	Without Enthusiasm	Fairly Strongly	Strongly	Enthusiastically
For academic promise	_____	_____	_____	_____	_____
For personal promise	_____	_____	_____	_____	_____
Overall recommendation	_____	_____	_____	_____	_____

Signed: _____

Date: _____