Letter of Recommendation Request Packet
Crescenta Valley High School Counseling Department

***PLEASE NOTE: A **minimum 3 week notice is required** for all early college deadlines. This packet and ALL requests for ANY December or January deadline **MUST be submitted no later than THURSDAY, NOVEMBER 19, 2015**.

STUDENT INFORMATION:

Full Legal Name _____ Nickname (if any)_____ ID #_____

Email address:_____ Phone #_____

Earliest College Deadline:_____ Date submitted to counselor:_____

INSTRUCTIONS:

Step 1: READ all directions, PLAN AHEAD for all deadlines, and COMPLETE all required forms.

Step 2: CREATE AN ACCOUNT AND INVITE YOUR COUNSELOR (and teacher(s) if needed) to submit information on your behalf. This step is necessary if you are applying to schools that use The Common Application (at www.commonapp.org), Send EDU (at www.sendedu.com), or other online link. It is highly recommended that you "Waive your FERPA rights" so the recommender can give a candid response on your behalf. Please refer to the school and counselor information below for your request.

Step 3: SUBMIT PRE-ADDRESSED AND STAMPED ENVELOPES FOR ANY FORMS THAT NEED TO BE MAILED. Submit supplemental forms to your counselor for any university or scholarship program that does not use an online process. You must also submit a separate transcript request form and payment to the registrar if you need any official transcripts mailed.

Step 4: SUBMIT OFFICIAL TRANSCRIPT REQUEST FORMS AND PAYMENT for all private, Common App, or online schools to the school registrar, Ms. Sanosyan. Fees for online submissions cover the initial transcript, mid-year report, and final transcripts. If you alter your original list of colleges submitted, please notify the registrar and your counselor and submit any additional payments.

Registrar: Verification of Payment_____

Step 5: SUBMIT THE FOLLOWING supporting documents to your counselor AT LEAST 3 WEEKS PRIOR to any deadline and no later than November 19, 2015 for any December or January deadline:

___Request Packet Cover Sheet
___Section One of the BRAG Sheet questions
___Personal Statement Essay(s) (rough draft form is acceptable)
___Resume
___List of Potential Colleges (OK if final college list is still "in progress")
___Verification of transcript requests/payment submitted to registrar
___Section Two of the BRAG sheet questions (preferably typed)

******I have read all instructions and am submitting all required documentation before the deadline.**

Student Signature_____ Date: _____

High School Information

Crescenta Valley High School
2900 Community Avenue
La Crescenta, CA 91214

Phone: (818)249-5871 Fax: (818)541-9531
School Code : 051313

Counselor Information

A, N-R, V	Mahtab Haghpanah, mhaghpanah@gusd.net x.1235
B, M, W-Y	Lois Sheridan, lsheridan@gusd.net x.1229
C-F, T, U, Z	Karen Bomar, kbomar@gusd.net x.1231
G, H, J, L	Janelle Evans, jevans@gusd.net x.1237
I, K, S	Anet Hairapetian, ahairapetian@gusd.net x.1239

BRAG Sheet Questions

The "brag" sheet is designed to assist your recommender in completing the Secondary School Report *(section one-required)* and writing an effective Letter of Recommendation *(section two-optional)*. Please complete Section One below and then type and attach your answers to selected questions from Section Two on a separate sheet of paper. The more information you provide for your recommender, the better he or she can represent you and highlight your unique qualities.

Section One (REQUIRED for all students):

STUDENT INFORMATION:

Full Legal Name _____ Nickname (if any)_____ ID #_____

Possible College Major(s):_____

Desired Career Path(s):_____

Cumulative Weighted GPA:_____

Highest SAT Scores: Combined_____ CR_____ M_____ W_____ Test Date:_____

Highest ACT Scores: Composite____ E____ M____ R____ S____ W____ Test Date:_____

Rate yourself (1-5) in the following areas:
(1=below average but acceptable, 2=average/OK, 3=balanced/good, 4= well above average, 5= excellent)

Academic Achievements: _____

Extra-Curricular Accomplishments: _____

Personal Qualities: _____

Overall Rating: _____

List 5 adjectives you would use to use to describe yourself. Include a few sentences with examples or explanations for the words you chose.

What would your peers, teachers, family, or friends say about you? Why?

PERSONAL STATEMENT ESSAYS: Please attach 1-2 samples of your personal statements or essay prompt responses. Rough draft form is acceptable, if necessary.

RESUME: Please attach a resume listing (and explaining, when necessary) your high school experiences. Do not use acronyms that are not commonly understood or merely list club names without describing the purpose of the club. Include the following categories: Community Service/Volunteer Experience, Extra-curricular Activities/Clubs, Leadership Positions, Work Experience, Honors/Awards, Special Talents/Hobbies/Interests/ Experiences

POTENTIAL LIST OF PRIVATE COLLEGE APPPLICATIONS
(for The Common App, SendEDU or other online submissions)

Due Date	Name of College/University	Common App or other?	Registrar/Counselor Notes

I also intend to apply to the following California State Universities (CSU): _____

_____

I also intend to apply to the following University of California (UC) campuses: _____

_____

I also intend to apply to the following Colleges/Universities or Community Colleges: _____

_____

*This list may be modified throughout the college application season. **Please make sure you submit a separate TRANSCRIPT request form and payments to the registrar.** In most cases, UC, CSU, and CC campuses do not require official transcripts with initial applications.

NEW for 2015: Counselors must submit the Secondary School Report and transcript for all students applying to colleges via The Common App. However, colleges can now choose to require a Counselor Letter of Recommendation (CR) or not. If you know that NONE of the schools to which you are applying require a counselor recommendation, you may sign and stop here. However, if ANY of your schools require a counselor recommendation, please submit answers for Section Two on a separate sheet of paper.

Do you need a Counselor Letter of Recommendation?

___NO- I DO NOT NEED a letter of recommendation from my counselor. I understand by signing my name here, I verify that NONE of my college applications will require a Counselor Letter of Recommendation. Please submit only the Secondary School Report on my behalf. Furthermore, I understand if I discover that a college does need my counselor to submit a letter of recommendation, I will submit answers to Section Two and give AT LEAST 3 WEEKS NOTICE for the request.

Student Signature: _____

___YES- I DO NEED a letter of recommendation from my counselor. I have attached the responses to Section Two.

Section Two (Required for any letter of recommendation request):

Select **up to 5** of the questions below based on the information you would like to provide. The questions are included to help you reflect on your personal values, thoughts, and high school experience and help you and your recommender respond to the variety of questions on college and scholarship applications. Please re-type the # and question(s) selected and your responses on a separate sheet of paper and attach to this packet. Your responses may be bulleted, short answer, or any form desired to effectively answer the questions.

1. Highlight the growth you have achieved during high school and describe one of your proudest academic, extra-curricular, and/or personal accomplishments.
2. Which course(s) have you enjoyed the most? Why?
3. Describe a personal weakness. How have you overcome or compensated for it?
4. What are your future goals? Why? How do you plan to achieve your goals? (Consider career, personal, or overall life goals.)
5. Explain any events, circumstances, or experiences that have had a *positive* experience on your academic performance.
6. Describe any events, circumstances, or experiences that have had a *negative* experience on your academic performance.
7. What qualities make you unique or special? What qualities do you respect in others?
8. If you could have any superpower, what power would you choose and why?
9. Is your academic record an accurate measure of your ability and potential? Explain.
10. What is important to you? What are your passions? How have you incorporated your values and dreams in your life?
11. Is there anything unusual or unique about your family or living situation? (Cultural background, experiences, languages, etc.)
12. Do you have any financial need, personal, or family circumstances that you would like your counselor to disclose or explain on your behalf?
13. Describe an instance when a movie, book, play, or news article caused you to change your way of thinking.
14. What is your favorite quote, song, poem, book, or movie? Why?
15. If you have any teachers who would like to submit comments or anecdotes on your behalf but do not want to write a full letter of recommendation, please encourage them to write a few sentences or submit comments for your counselor to include.
16. Create your own question or include any other information you would like to share.

Glendale Unified School District

CRESCENTA VALLEY HIGH SCHOOL REQUEST FOR TRANSCRIPT

PLEASE PRINT ALL INFORMATION **Allow 2-3 days for processing**

Date of Request _____

Full Legal Name _____ Student ID# _____

(Last) (First)

Birthdate _____ Exit or Graduation Date _____

College/University Name

Please list up to 10 Common App, SENDedu, or other ONLINE submissions ONLY on this form. Please use a different form for any transcripts that need to be mailed or held for pick-up. 1. 2.	X Official **(Counselors will Submit online to: Common-App./SENDedu/other link)**
3. 4.	X Official **(Counselors will Submit online to: Common-App./SENDedu/other link)**
5. 6.	X Official **(Counselors will Submit online to: Common-App./SENDedu/other link)**
7. 8.	X Official **(Counselors will Submit online to: Common-App./SENDedu/other link)**
9. 10.	X Official **(Counselors will Submit online to: Common-App./SENDedu/other link)**

The transcript contains the following information: Course title, grades and credits earned, grade point average, immunizations currently on file at this school, Advanced Placement Examination scores (AP), American College Test scores (ACT), California High School Exit Exam (CAHSEE), Scholastic Aptitude Test scores (SAT I & SAT II).

Processing Fee - $3.00 per Official Transcript. Common App or Online submissions include initial transcript, mid-year transcript, and final transcript as part of the $3 fee. Counselors will automatically upload mid-year transcripts in January and final transcripts in June for Common App schools.

_____ _____

Student Signature Parent/Guardian Signature

(Required if student is under 18 years of age)