

## Secondary School Report (SSR)/Counselor Letter of Recommendation Request Packet 2016-17

Dear Senior,

If you are applying to a private university or an out-of-state public university that requires a counselor recommendation form, a secondary school report, and/or a counselor letter of recommendation, ***we are pleased to do this for you! Please read over all of the information in this packet first.***

Counselors, teachers, and school faculty voluntarily write college recommendations to support you in meeting your college goals. We craft *individualized* recommendation letters and because of the time this takes to complete for you, we ask that you adhere to the following steps and deadlines listed below:

1. See your counselor in person at break, lunch, before or after-school to request a recommendation.
2. Complete the accompanying packet and submit it to your counselor, in person, by the deadline. Deadlines are listed below. If you have a resume, include it.
3. Complete the packet thoroughly. Incomplete or illegible packets will not be accepted.
4. Once you request a recommendation and then submit the packet, you still have additional tasks to complete. See "Recommendation Request Checklist" on the next page.

THIS PACKET IS DUE TO YOUR COUNSELOR BY THE FOLLOWING DEADLINES\*:

<b><i>Application Deadline</i></b>	<b><i>Deadline to submit this packet to your counselor</i></b>
<b>November 1</b>	<b>September 16 by 3:00 p.m.</b>
<b>November 15</b>	<b>September 16 by 3:00 p.m.</b>
<b>December 1</b>	<b>September 30 by 3:00 p.m.</b>
<b>December 18 &amp; Later</b>	<b>September 30 by 3:00 p.m.</b>

***\*The USC application deadline to be eligible for their merit scholarships is December 1<sup>st</sup>***

***\*Failure to meet the above deadline jeopardizes the recommendation being submitted by the application deadline.***

## **RECOMMENDATION REQUEST CHECKLIST**

### ***For Common App Schools:***

I am applying to Common App Schools

- Yes             No

### ***If you are applying to Common App Schools, you must do the following:***

- o I have registered with Common App Online.
- o I have selected my colleges and the dates on which my application is due (early decision, regular decision, etc.).
- o I have completed the "Education" section of the Common Application.
- o I have invited my counselor as a "Recommender" and have entered her email as it listed at the bottom of this page (SEE BELOW FOR COUNSELOR EMAIL ADDRESSES).
- o I have prepared a packet that includes:
  - o The completed Counselor Recommendation Request packet
  - o My current resume, including all activities and courses taken (if you have one)
- o I have checked the box indicating I waive my right to see my recommendations on both the Common App website and on the counselor recommendation forms (for schools not on the Common App).
  - o I have signed the Early Decision agreement, and had my parent sign as well.

### ***For Non-Common App Schools:***

I am applying to Non-Common App schools

- Yes             No

### ***If you are applying to Non-Common App Schools (using paper forms or SENDEdu), you must do the following:***

- o I have prepared a packet that includes:
  - o The completed Counselor Recommendation Request packet
  - o My current resume, including all activities and courses taken (if you have one)
  - o The counselor recommendation paper or online forms (also known as Secondary School Report) & mid-year reports (found in the admissions application) for the schools that are not on the Common App
- o I have checked the box indicating I waive my right to see my recommendations on both the Common App website and on the counselor recommendation forms (for schools not on the Common App).
- o I have filled out the student information at the top of the counselor recommendation form, including the schools CEEB number (051009).
- o If the college is using SENDEdu for counselors to submit forms, you have added her as a recommender and entered her email as the following:

Mrs. Morck: jmorck@fjuhsd.org	Mrs. Evans: devans@fjushd.org
Mrs. Avila: lavila@fjuhsd.org	Mrs. Saleen: ssaleen@fjuhsd.org
Mrs. Osborne: cosborne@fjuhsd.org	

**PLEASE NOTE: COUNSELORS WILL NOT ACCEPT YOUR RECOMMENDATION REQUEST UNTIL YOU HAVE INDICATED IT IS COMPLETE BY HAVING CHECKED ALL APPROPRIATE ITEMS ABOVE. INCOMPLETE, LATE, OR ILLEGIBLE REQUESTS WILL NOT BE ACCEPTED.**

Student Name: \_\_\_\_\_ Troy Student ID #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

List the colleges for which you need a SSR from earliest to last deadline (do not list UC/CSU campuses):

**COMMON APPLICATION SECONDARY SCHOOL REPORT:**

College/University	Deadline	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OTHER ONLINE SSR/COUNSELOR RECOMMENDATIONS (i.e., SENDeDu)**

College/University	Deadline	Major
_____	_____	_____
_____	_____	_____

**PAPER SSR/COUNSELOR RECOMMENDATIONS:**

College/University	Deadline	Major
_____	_____	_____
_____	_____	_____

*Seniors: This form will assist your counselor in writing your recommendation letter. The more specific details you provide, the more thorough your letter will be. YOU MUST USE TYPE OR WRITE LEGIBLY IN PEN. IF YOU TYPE, PLEASE USE AT LEAST FONT SIZE 11. FORM WILL BE RETURNED IF IT IS ILLEGIBLE.*

Please check if you are in the following program:     Troy Tech

**1. Troy Tech Internship**

Business/Organization Name: \_\_\_\_\_

Did you locate the internship site on your own or was it a pre-established TT internship site? \_\_\_\_\_

What does this business or organization do? \_\_\_\_\_

Name of Your Internship Supervisor: \_\_\_\_\_

Duties/Responsibilities (please include your job title): \_\_\_\_\_

What did you gain from this experience? Be specific and give details/examples: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Describe the academic accomplishment (major paper, project, science experiment, etc.) that you are most proud of and explain why you take pride in it:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. List three adjectives that best describe you and give an example**

1. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. School Activities, Community Service, and/or Work Experience: List and give duties for what you have done at Troy and in the community. List up to 4 activities, organizations, and/or clubs.**

**Name of Organization/Activity:** \_\_\_\_\_

**Leadership Position (if none, put N/A):** \_\_\_\_\_

**# Of Hours per week:** \_\_\_\_\_ **# of Weeks per Year:** \_\_\_\_\_ **Summer Only (check here):** \_\_\_\_\_

**Circle the grades of when you were involved: 9 10 11 12**

**Brief Description of Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Brief Description of what YOU did (i.e., led meetings, planned a fundraiser, etc.):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Adult Reference & Phone Number:** \_\_\_\_\_

**Name of Organization/Activity:** \_\_\_\_\_

**Leadership Position (if none, put N/A):** \_\_\_\_\_

**# Of Hours per week:** \_\_\_\_\_ **# of Weeks per Year:** \_\_\_\_\_ **Summer Only (check here):** \_\_\_\_\_

**Circle the grades of when you were involved: 9 10 11 12**

**Brief Description of Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Brief Description of what YOU did (i.e., led meetings, planned a fundraiser, etc.):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Adult Reference & Phone Number:** \_\_\_\_\_

Name of Organization/Activity: \_\_\_\_\_

Leadership Position (if none, put N/A): \_\_\_\_\_

# Of Hours per week: \_\_\_\_\_ # of Weeks per Year: \_\_\_\_\_ Summer Only (check here): \_\_\_\_\_

Circle the grades of when you were involved: 9 10 11 12

Brief Description of Activity: \_\_\_\_\_

Brief Description of what YOU did (i.e., led meetings, planned a fundraiser, etc.): \_\_\_\_\_

Adult Reference & Phone Number: \_\_\_\_\_

Name of Organization/Activity: \_\_\_\_\_

Leadership Position (if none, put N/A): \_\_\_\_\_

# Of Hours per week: \_\_\_\_\_ # of Weeks per Year: \_\_\_\_\_ Summer Only (check here): \_\_\_\_\_

Circle the grades of when you were involved: 9 10 11 12

Brief Description of Activity: \_\_\_\_\_

Brief Description of what YOU did (i.e., led meetings, planned a fundraiser, etc.): \_\_\_\_\_

Adult Reference & Phone Number: \_\_\_\_\_

**5. Awards and Honors: List up to the top 5 awards you have received in high school. Examples include National Merit, NHS, CSF, Honor Roll, Scholar Athlete, etc.**

Award Title: \_\_\_\_\_

Years or Year Awarded: \_\_\_\_\_

Description of Award: \_\_\_\_\_

Award Title: \_\_\_\_\_

Years or Year Awarded: \_\_\_\_\_

Description of Award: \_\_\_\_\_

Award Title: \_\_\_\_\_

Years or Year Awarded: \_\_\_\_\_

Description of Award: \_\_\_\_\_

Award Title: \_\_\_\_\_

Years or Year Awarded: \_\_\_\_\_

Description of Award: \_\_\_\_\_

Award Title: \_\_\_\_\_

Years or Year Awarded: \_\_\_\_\_

Description of Award: \_\_\_\_\_

**6. Standardized Test Scores: List your SAT REASONING, SAT SUBJECT TESTS, and/or ACT, AP scores**

	Date	Critical Reading	Writing	Math	Total
SAT Reasoning					
SAT Reasoning					

	Date	Science	Math	Writing	English	Reading	Total
ACT							

SAT II Subject Test	Date	Score	AP Exam	Date	Score

5. Which courses have you enjoyed the most? Which academic settings or assignments make you thrive? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Are there circumstances that have affected your academic performance? (e.g., job or home responsibilities, illness, or other factors which are unique to your background):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Do you have an exceptional talent in one or more areas such as music, athletics, art, drama, etc.? If so please indicate level of accomplishment, weekly time spent on activity, rank, or any other awards/honors in this area:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. What do you hope to accomplish in college and after? Describe your college educational goals, career aspirations, and personal goals:**

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**9. What do feel you can contribute both academically and socially to the college you attend?**

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### **Student Authorization Form to Release Information**

Please read the following statements and sign below if you are requesting a letter of recommendation from your counselor.

- I and my parent(s)/guardian(s) authorize the release of my school transcript and other school records to the colleges and universities to which I will apply.
- I and my parent(s)/guardian(s) understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.
- I and my parent(s)/guardian(s) understand that Troy High School will inform colleges of any disciplinary violation related to academic or behavioral misconduct through and including the senior year.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Troy Student ID

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature\*

\_\_\_\_\_  
Date

*\*Print this document first and then sign and obtain a parent or guardian signature in the above lines before submitting this form to your counselor.*