

Secondary School Report (SSR)/Counselor Letter of Recommendation Request Packet 2018-19

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 (typed) 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*:

***Mrs. Saleen's Seniors:** Mrs. Saleen will be using a Google Classroom and Google Form in lieu of this packet. See Mrs. Saleen at break, lunch, or after school regarding her process.*

| <i>Application Deadline</i> | <i>Deadline to submit this packet to your counselor</i> |
|------------------------------------|--|
| November 1 | September 14 by 3:00 p.m. |
| November 15 | September 14 by 3:00 p.m. |
| December 1 | September 28 by 3:00 p.m. |
| December 18 & Later | September 28 by 3:00 p.m. |

****The USC application deadline to be eligible for their merit scholarships is December 1st***
****Failure to meet the above deadline jeopardizes the recommendation being submitted by the application deadline.***

RECOMMENDATION REQUEST CHECKLIST

Turn in with your paperwork to your Counselor showing all items are complete.

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:

☐ I have asked my counselor to be a "Recommender" and will enter her email as it listed at the bottom of this page (SEE BELOW FOR COUNSELOR EMAIL ADDRESSES).

☐ I have registered with Common App Online.

☐ I have selected my colleges and the dates on which my application is due (early decision, regular decision, etc.).

☐ I have completed the "Education" section of the Common Application.

☐ I have prepared a packet that includes:

☐ The completed Counselor Recommendation Request packet

☐ My current resume, including all activities and courses taken (if you have one)

☐ 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).

☐ 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 (Circle one - using paper forms or Coalition or SENDeDu), you must do the following:

I have prepared a packet that includes:

☐ The completed Counselor Recommendation Request

☐ My current resume, including all activities and courses taken (if you have one)

☐ 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

☐ 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).

☐ I have filled out the student information at the top of the counselor recommendation form, including Troy High School's CEEB number (051009)

☐ 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. Avila: lavila@fjuhsd.org

Ms. Diaz: sdiaz@fjuhsd.org

Mrs. Evans: devans@fjushd.org

Mrs. Saleen: ssaleen@fjuhsd.org

PLEASE NOTE: COUNSELORS WILL NOT ACCEPT YOUR RECOMMENDATION REQUEST UNTIL YOU SEE THEM IN PERSON AND 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, Coalition)

| 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 TYPE 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 & Location: _____

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? _____

On site Internship Supervisor's Name & Contact Info: _____

Duties/Responsibilities (please include your job title in layman's terms): _____

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 a specific example

1. _____

2. _____

3. _____

4. School Activities, Community Service, Sports, 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(s) with Year Held (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(s) with Year Held (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 with Year Held (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(s) with Year Held (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. 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):

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.*