

# Letter of Recommendation Request Packet

## Crescenta Valley High School Counseling Department

\*\*\*PLEASE NOTE: A **minimum 3 week notice is required** for all application deadlines.

For any December 15<sup>th</sup> or later college or scholarship deadlines, this packet and ALL supporting materials **MUST be submitted no later than THURSDAY, NOVEMBER 21, 2019.**

\*\*\*\***I have read all instructions and am submitting all required documentation before the deadline. I understand my counselor will not upload transcripts or letters of recommendation if the packet is not complete.**

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

Full Legal Name \_\_\_\_\_ Nickname (if any) \_\_\_\_\_ ID # \_\_\_\_\_

Date submitted to counselor: \_\_\_\_\_ Earliest College Deadline: \_\_\_\_\_

Points to consider: Colleges look to recommendation letters to see applicants from different perspectives.

- **Counselors** show an applicant within the context of their school community. They can address a student's academic achievements, personal interests and goals.
- **Teachers** write from the vantage point of the classroom. They can provide a view of an applicant's intellectual curiosity, creative thought, and work habits.
- **Other recommenders** help illustrate an applicant's interests and pursuits outside of school. They can show how an applicant works in team, how they contribute to their community, what creative hobbies they are pursuing, and more.

### INSTRUCTIONS for account set up and transcript release/payment verification:

1. READ all directions, PLAN AHEAD for all deadlines, and COMPLETE all required forms.
2. CREATE AN ACCOUNT on [www.commonapp.org](http://www.commonapp.org), [www.sendedu.com](http://www.sendedu.com), or confirm other online links. Please avoid the "Coalition App" if possible.
3. INVITE YOUR COUNSELOR in the "Counselor/Recommender" section so she can submit information on your behalf.
4. "Waive your FERPA rights" so your recommender can give a candid response on your behalf.
5. SUBMIT OFFICIAL TRANSCRIPT REQUEST FORMS AND PAYMENT to the CVHS registrar, Ms. Sanosyan. Fees for online submissions cover the initial transcript, mid-year report, and final transcripts. If you add additional colleges after you submit your packet, please submit additional order forms and payments to the registrar. Provide any supplemental forms and pre-addressed stamped envelopes for any university or scholarship program that does not use an online process.

### ►► SUBMIT THE FOLLOWING supporting documents to your counselor AT LEAST 3 WEEKS PRIOR to any deadline.

- \_\_\_ Request Packet Cover Sheet
- \_\_\_ Section One of the BRAG Sheet
- \_\_\_ Writing Sample(s) of UC Personal Insight Questions or Common App Essays (rough draft form is acceptable)
- \_\_\_ Resume or "List of Activities and Awards" earned in high school
- \_\_\_ Section Two of the BRAG sheet
- \_\_\_ Verification of payment and transcript release

**Registrar Verification** \_\_\_\_\_

#### High School Information

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

Phone: (818) 249-5871 Fax: (818) 541-9531  
School CEEB Code: 051313  
[www.gusd.net/cvhs](http://www.gusd.net/cvhs)

#### Counselor Information

A, N, P-R Karen Carlson [kcarlson@gusd.net](mailto:kcarlson@gusd.net) x.1235  
B, M, W-Y Lois Sheridan, [lsheridan@gusd.net](mailto:lsheridan@gusd.net) x.1229  
C-F, T-V, Z Karen Bomar, [kbomar@gusd.net](mailto:kbomar@gusd.net) x.1231  
G, H, J, L Janelle Evans, [jevans@gusd.net](mailto:jevans@gusd.net) x.1237  
I, K, O, S Anet Hairapetian, [ahairapetian@gusd.net](mailto:ahairapetian@gusd.net) x.1239

## BRAG Sheet

The "brag" sheet is designed to assist your recommender in completing the Secondary School Report and writing an effective Letter of Recommendation. 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 # \_\_\_\_\_

Email address: \_\_\_\_\_ Phone # \_\_\_\_\_

Possible College Major(s): \_\_\_\_\_ Desired Career Path(s): \_\_\_\_\_

Cumulative Weighted GPA: \_\_\_\_\_

Highest SAT Scores                      EBRW \_\_\_\_\_ M \_\_\_\_\_ Essay \_\_\_/\_\_\_/\_\_\_                      Test Date(s): \_\_\_\_\_

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/Characteristics: \_\_\_\_\_

Overall Rating: \_\_\_\_\_

Have you ever received a referral for discipline or academic violations resulting in a school suspension? \_\_\_\_\_ If yes, explain:

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

1)

2)

3)

4)

5)

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

- **WRITING SAMPLES:** Please attach 1-2 samples of your UC Personal Insight Questions or Common App essay prompt responses. Rough draft form is acceptable, if necessary. Refer to websites for prompts.

<https://www.commonapp.org/blog/2019-2020-common-app-essay-prompts>

<https://admission.universityofcalifornia.edu/how-to-apply/files/uc-personal-questions-guide-freshman.pdf>

- **RESUME:** Please attach a resume listing and explaining 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.

Consider the following categories:

Community Service/Volunteer Experience

Extra-curricular Activities/Clubs

Leadership Positions

Work Experience

Honors/Awards

Special Talents/Hobbies/Interests/ Experiences

*For samples refer to the UC "Activities and Awards template" OR Common App links on the CV counseling website.*

## ► **Section Two:**

Choose **any** of the questions below you feel would add relevant information for your counselor. You do not need to answer all questions. Please include 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. What are your future goals? Why? How do you plan to achieve your goals? (Consider career, personal, or overall life goals.)
2. Is your academic record an accurate measure of your ability and potential? Explain.
3. Is there anything unusual or unique about your family or living situation? (Cultural background, experiences, languages, etc.)
4. Do you have any financial need, personal, or family circumstances that you would like your counselor to disclose or explain on your behalf?
5. What is your favorite quote, song, poem, book, or movie? Why?
6. **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 to your counselor.**
7. Include any other information you would like to share.

► **COMPLETE and SUBMIT the attached Transcript Order Form to Ms. Sanosyan before submitting your packet to your counselor. You should complete additional order forms and submit them to the registrar if you add more colleges to your list later in the year.**

Glendale Unified School District- **CRESCENTA VALLEY HIGH SCHOOL**  
**REQUEST FOR TRANSCRIPTS**

**PLEASE PRINT ALL INFORMATION**

**Allow 2-3 days for processing**

Date of Request \_\_\_\_\_  
 Full Legal Name \_\_\_\_\_ CVHS Student ID# \_\_\_\_\_  
 (Last Name, First Name Middle Name)  
 Birthdate \_\_\_\_\_ CVHS Exit or Graduation Date \_\_\_\_\_  
 Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

**Processing Fee –Payment must be submitted with this request.**  
 • **\$3.00 per Official Transcript / \$1.00 per Unofficial Transcript**

**INSTRUCTIONS-**

- **Indicate the full name of the College/University, person or business who will receive the transcript.**
- **Attach a pre-addressed, business size envelope for each transcript you need sent by US mail.**
- **Do NOT include a return address. The Registrar will use school address stamp as the return address.**
- **If you include a stamp, you will be contributing to the CVHS scholarship fund.**

**Full Name of College/University, Person or Business.  
 Include address if transcript is to be sent by US Mail.**

1.	<input type="checkbox"/> Official (\$3) ___ send by US Mail, pre-addressed envelope attached ___ hold for pick up in sealed envelope ___ upload online; via Common-App or SENDEdu only  <input type="checkbox"/> Unofficial (\$1) (will be held for pick up)
2.	<input type="checkbox"/> Official (\$3) ___ send by US Mail, pre-addressed envelope attached ___ hold for pick up in sealed envelope ___ upload online; via Common-App or SENDEdu only  <input type="checkbox"/> Unofficial (\$1) (will be held for pick up)
3.	<input type="checkbox"/> Official (\$3) ___ send by US Mail, pre-addressed envelope attached ___ hold for pick up in sealed envelope ___ upload online; via Common-App or SENDEdu only  <input type="checkbox"/> Unofficial (\$1) (will be held for pick up)
4.	<input type="checkbox"/> Official (\$3) ___ send by US Mail, pre-addressed envelope attached ___ hold for pick up in sealed envelope ___ upload online; via Common-App or SENDEdu only  <input type="checkbox"/> Unofficial (\$1) (will be held for pick up)

***The transcript will contain the following information: Course titles, grades, credits earned, grade point average, immunizations, and any ACT, Advanced Placement (AP), SAT, or SAT Subject test scores currently on file at this school.***

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

\_\_\_\_\_  
 Parent/Guardian Signature  
**(Required if student is under 18 years of age)**