

Letter of Rec & Secondary School Report



WHO NEEDS A LETTER OF REC?



- **Common Application Schools**
 - The letter is part of the Secondary School Report
- **Private Colleges**
- **Scholarship Applications**
- **Specialty Programs**

TIMELINE



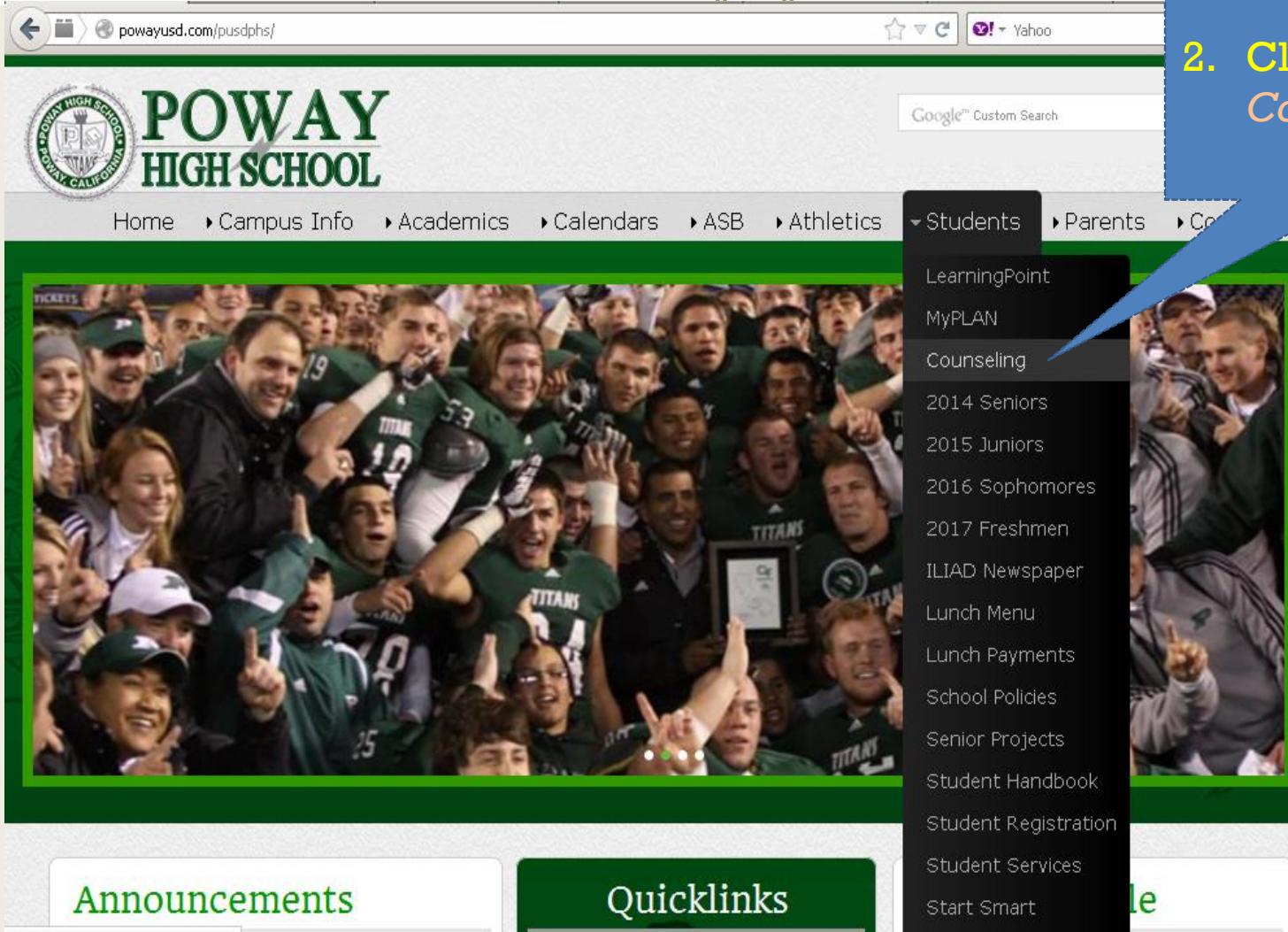
- **AFTER** all necessary paperwork has been received, allow counselors & teachers **THREE** weeks to write letter and send it off on your behalf.

Be sure to check in with us and confirm that teachers have submitted input forms

Go to PHS Website

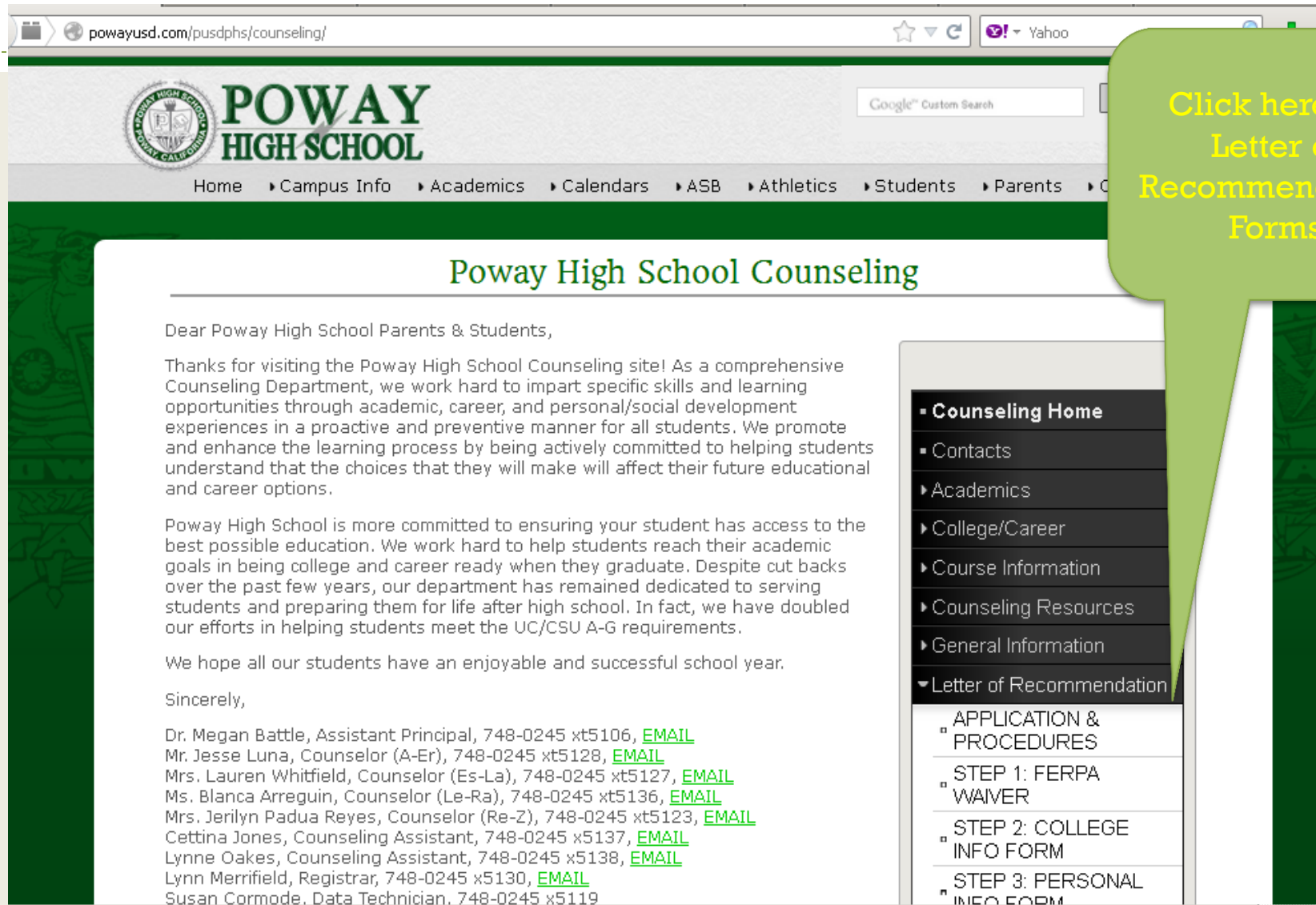
1. Click on *Students*

2. Click on *Counseling*



The screenshot shows the Poway High School website. The browser address bar displays "powayusd.com/pusdphs/". The website header includes the school logo and the name "POWAY HIGH SCHOOL". A navigation menu is visible with the following items: Home, Campus Info, Academics, Calendars, ASB, Athletics, Students, Parents, and Counseling. The "Students" menu is open, showing a list of options: LearningPoint, MyPLAN, Counseling, 2014 Seniors, 2015 Juniors, 2016 Sophomores, 2017 Freshmen, ILIAD Newspaper, Lunch Menu, Lunch Payments, School Policies, Senior Projects, Student Handbook, Student Registration, Student Services, and Start Smart. A blue arrow points from the "Counseling" option in the menu to the second step of the instructions. Below the navigation menu, there are sections for "Announcements" and "Quicklinks".

Forms on PHS Website



The screenshot shows the Poway High School Counseling website. At the top, the browser address bar displays 'powayusd.com/pusdphs/counseling/'. The website header features the Poway High School logo and a navigation menu with links for Home, Campus Info, Academics, Calendars, ASB, Athletics, Students, Parents, and Counselors. A search bar is also present. The main content area is titled 'Poway High School Counseling' and contains a welcome message, a paragraph about the counseling department's mission, a paragraph about the school's commitment to education, and a list of staff members with their contact information. On the right side, there is a sidebar menu with a dark background and white text. The menu items are: Counseling Home, Contacts, Academics, College/Career, Course Information, Counseling Resources, General Information, and Letter of Recommendation. The 'Letter of Recommendation' item is expanded, showing a list of sub-items: APPLICATION & PROCEDURES, STEP 1: FERPA WAIVER, STEP 2: COLLEGE INFO FORM, and STEP 3: PERSONAL INFO FORM. A green callout bubble with yellow text points to the 'Letter of Recommendation' link, stating 'Click here for Letter of Recommendation Forms'.

powayusd.com/pusdphs/counseling/

Yahoo

Google™ Custom Search

POWAY HIGH SCHOOL

Home ▶ Campus Info ▶ Academics ▶ Calendars ▶ ASB ▶ Athletics ▶ Students ▶ Parents ▶ Counselors

Poway High School Counseling

Dear Poway High School Parents & Students,

Thanks for visiting the Poway High School Counseling site! As a comprehensive Counseling Department, we work hard to impart specific skills and learning opportunities through academic, career, and personal/social development experiences in a proactive and preventive manner for all students. We promote and enhance the learning process by being actively committed to helping students understand that the choices that they will make will affect their future educational and career options.

Poway High School is more committed to ensuring your student has access to the best possible education. We work hard to help students reach their academic goals in being college and career ready when they graduate. Despite cut backs over the past few years, our department has remained dedicated to serving students and preparing them for life after high school. In fact, we have doubled our efforts in helping students meet the UC/CSU A-G requirements.

We hope all our students have an enjoyable and successful school year.

Sincerely,

Dr. Megan Battle, Assistant Principal, 748-0245 xt5106, [EMAIL](#)
Mr. Jesse Luna, Counselor (A-Er), 748-0245 xt5128, [EMAIL](#)
Mrs. Lauren Whitfield, Counselor (Es-La), 748-0245 xt5127, [EMAIL](#)
Ms. Blanca Arreguin, Counselor (Le-Ra), 748-0245 xt5136, [EMAIL](#)
Mrs. Jerilyn Padua Reyes, Counselor (Re-Z), 748-0245 xt5123, [EMAIL](#)
Cettina Jones, Counseling Assistant, 748-0245 x5137, [EMAIL](#)
Lynne Oakes, Counseling Assistant, 748-0245 x5138, [EMAIL](#)
Lynn Merrifield, Registrar, 748-0245 x5130, [EMAIL](#)
Susan Cormode, Data Technician, 748-0245 x5119

- Counseling Home
- Contacts
- ▶ Academics
- ▶ College/Career
- ▶ Course Information
- ▶ Counseling Resources
- ▶ General Information
- ▼ Letter of Recommendation
 - APPLICATION & PROCEDURES
 - STEP 1: FERPA WAIVER
 - STEP 2: COLLEGE INFO FORM
 - STEP 3: PERSONAL INFO FORM

Click here for
Letter of
Recommendation
Forms

Letter of Rec Process



- **All of the following documents MUST be completed and returned to your counselor for a letter to be written.**

- **Step 1: FERPA waiver**
- **Step 2: College Information Form**
- **Step 3: Personal Information Form**
- **Step 4: Parent Brag Sheet**
- **Step 5: Teacher Input Forms**
- **Step 6: Resume/Extracurricular Log**
- **Step 7: Request/Order Transcript**

AFTER submitting all necessary paperwork, allow counselors & teachers **THREE weeks to write letter**

A. Complete Form & Rtn to Counselor

STEP 1: FERPA WAIVER

B. Complete Electronic Waiver on Common App

Permission To Release School Record Information

Name of Student: _____ ID Number: _____
(Print Name)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the parent or legal guardian of the student whose name appears above, hereby authorize staff members of the Poway Unified School District to write letters of recommendation and complete forms in which they may reference educational records and information, including, but not limited to: grades, GPA, class rank, courses taken, test results, extracurricular activities, awards/recognition, discipline and attendance records.

These letters of recommendation and forms may be used for:

College Application(s) Scholarship(s) Other: _____
(Please describe in detail)

I understand further that (1) I have the right not to consent to the release of my student's school records; and (2) I have the right to receive a copy of such records upon request. This consent shall remain in effect until revoked by me, in writing, and delivered to the school's Registrar. Such revocation shall not affect disclosures previously made by any P.U.S.D. staff member prior to the receipt of any such written revocation.

I waive my right to review a copy of my student's letter(s) of recommendation at any time in the future.

I do not waive my right to review a copy of my student's letter(s) of recommendation at any time in the future.

Parent/Guardian Signature _____ Date: _____

Student's Signature: _____ Date: _____

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

NOTE: Communications with receiving institutions will mention when a parent and/or legal guardian has chosen not to waive FERPA rights.

Visit the PUSD web page at: <http://www.powayusd.com> and review information on waiving / not waiving your right to review letters of recommendation. See "Parents; Quick Links; FERPA waivers information".

Dashboard My Colleges Common App College Search

University of San Diego

[Manage Recommenders](#)

Note: All dates are Eastern Time

Application

(0 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

• FERPA Release Authorization

You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. [release authorization](#)

• Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the "Invite Teacher" link before you can assign them for this college.

Required: 0 Allowed: 3

[Add Another](#)

Instructions and Help

Recommender Information does not change

Once a recommender has been added and invited, the name and title you entered cannot be changed ... [+]
[\[more\]](#)

Adding and assigning recommenders for Naviance schools

If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ... [+]
[\[more\]](#)

Don't forget to assign your teacher recommendation!

If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[\[more\]](#)

STEP 2: COMPLETE COLLEGE INFORMATION FORM



College Information Form



Name:

Date:

- Letters of recommendation for Common Application schools will be submitted online via Common Application.
- For all other schools requiring a letter, provide counseling with stamped envelopes addressed to the college(s).
- If you need to list more schools, you may complete a second copy of this form.

I am requesting that a letter of recommendation be written and sent to the following colleges.

Name of College/University:	Deadline Date:	Common Application:	Send:
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Online <input type="checkbox"/> Mail
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Online <input type="checkbox"/> Mail
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Online <input type="checkbox"/> Mail
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Online <input type="checkbox"/> Mail
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Online <input type="checkbox"/> Mail

We need to know the **deadlines** for the colleges you are applying to. Be sure to complete this form and provide counselor and teachers with a copy. Be sure to list the official deadlines listed on Common Application or the school website.

STEP 3: PERSONAL INFORMATION FORM



PERSONAL INFORMATION FORM

REMINDER: Allow 3 weeks from the date that all materials are submitted for a letter of recommendation to be written and sent on your behalf.



Name: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

1. What four teachers will complete your "Teacher Input Forms" (Remember that they should be teachers who are not writing a letter on your behalf):
[Click here to enter text.](#)
2. What PHS or other extra-curricular activities have contributed to your potential major/career? What is it and why did you select it?
[Click here to enter text.](#)
3. Does your high school academic record reflect your true ability and potential for success in college? If no, please elaborate.
[Click here to enter text.](#)
4. List three adjectives that best describe you to a complete stranger. Provide examples and tell us why you chose them.
[Click here to enter text.](#)
5. Describe a significant *academic obstacle* AND *personal obstacle* you have faced and the skills you used to overcome those obstacles. Be sure to include what you learned about yourself and others as a result of these challenges.
[Click here to enter text.](#)
6. What experience(s) have you found most rewarding about high school?
[Click here to enter text.](#)
7. How do you usually spend your summers?
[Click here to enter text.](#)
8. In the last three years, which accomplishment are you most proud of?
[Click here to enter text.](#)
9. Have you shown leadership in any extracurricular activities during your high school years? How has your leadership impacted others around you? Has your leadership resulted in a change in policy at PHS or in the community?
[Click here to enter text.](#)
10. If you had a personal motto to live by, what would it be and why?

Time for us to hear about you. Provide as much information as possible. Download & type right onto this form. A solid input form is 3-5 pages of typed information with detailed examples. More is better!

STEP 4: PARENT BRAG SHEET



PARENT BRAG SHEET

As colleges and scholarships become more competitive, it is necessary to create an accurate and comprehensive profile of your student in a letter of recommendation. Parents can provide the most in depth picture with anecdotes and background information. Your comments are not limited to the questions provided below. Please provide us with as much information as possible about your student.

What would you want the admissions office to know about your child that they would not be able to glean exclusively from school records and the college application?

What do you consider the outstanding accomplishments of your child during the past three or four years? Why did you select these as most important?

In which areas have you witnessed the most development in your child during high school?

Please describe any significant family events that have occurred over the years that may have affected your student's performance in high school.

If you had to describe your child choosing 2-3 adjectives, which ones would you choose and why would you choose them?

What are your child's significant personality traits? Give at least one example and relate a personal anecdote to illustrate these traits.

Download and have your parents type responses right onto this form. If each of your parents can complete a brag sheet that would be great.

STEP 5: TEACHER INPUT FORMS

TEACHER INPUT FORM

Student's Name: [Enter text here.](#)

First Name: [Enter text here.](#)

Graduation Yr: [Enter text here](#) **Counselor:** [Click for List](#) **Teacher:** [Enter text here.](#)



Student: Fill out top portion with four different teacher's information and print or email to teacher (ask them what they prefer). Do NOT ask a teacher who is writing a letter of recommendation to complete this form. This information will be incorporated into your letter.

Teacher: Return form to counselor no later than one week after receiving it. Thank you!

1. List 3 adjectives that best describe this student: [Enter text here.](#)
2. How long have you known the student and under what circumstances? [Enter text here.](#)
3. Describe how the applicant demonstrates a level of maturity and academic preparedness that is consistent with a strong potential for success in college. [Enter text here.](#)
4. Describe the student's personality characteristics and motivational level. We are interested in examples of positive self-image, leadership capability, self-starter/initiative, intellectual curiosity, tolerance for disappointments and taking responsibility for his/her actions. [Enter text here.](#)

1. Complete top section and print out form or email to teacher (s).
2. Ask 4 teachers who are NOT writing a letter of rec on your behalf to complete this form.
3. Make sure they can return form in time to meet your deadlines.

This information is used by counselors when writing your letter.

STEP 6: RESUME/EXTRACURRICULAR LIST



We learn a lot about how you have spent your time in high school and special things you have accomplished via your resume. Please provide us with a copy.



STEP 7: ORDER/REQUEST TRANSCRIPT(S)



- It is your responsibility to order/request your official transcript, to be sent to the colleges you are applying to by the application deadlines.
- **1. Transcripts for Common Application Schools** - For any Common Application Schools you are applying to, your counselor will submit a transcript on your behalf as long as they are aware of your application.
- **2. Transcripts for SENDeDu** – For colleges who utilize SENDeDu, ask your counselor to send in transcript on your behalf. The counseling office must have your FERPA online.
- **3. Transcripts for all other Colleges** – For all other colleges (non Common Application schools or SENDeDu), you may order, track and send your transcript via www.parchment.com. You will need to set up an account and indicate where your transcript needs to be sent. There is a cost. Or see the PHS registrar and request that they send a transcript on your behalf. Please allow two working weeks for processing.
- **4. Transcripts for UC and CSU** –These universities **DO NOT** require you to submit a transcript with your initial application. The CSU and UC colleges will accept your self-reported course history and grades on your application and will notify you via email at some point in the application process when they would like you to send your transcript. It is important to check your email account consistently throughout the application process to ensure you are providing the college with the information they are requesting.

Teacher Letter of Recommendations



1. Select the academic teacher(s) that knows you best. Consider selecting a teacher of a subject that supports your intended major. **In a face to face meeting**, request that they write a letter on your behalf.
2. For Common App schools, enter the names of the teachers who will be writing your letter of recommendation. You must assign them.

Assigning Recommenders on Common App

Dashboard My Colleges Common App College Search

University of San Diego

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

[Manage Recommendations](#)
Note: All dates are Eastern Time

- FERPA Release Authorization**
You must complete the release authorization process, which will allow your school to submit your recommendations to be submitted on your behalf. [release authorization](#)
- Counselor**
You must invite a school Counselor who will complete the School Report and other forms for you.
[Invite Counselor](#)
- Teacher**
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.
Required: 0 Allowed: 3
[Add Another](#)

you
Counselor
recommendation
[more] ➔

Don't forget to assign your teacher recommendation!
If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[more] ➔

Other Evaluations

IF YOU ADD COLLEGES TO YOUR LIST



- If you add colleges/universities to your Common App account, inform your counselor and teachers so they know to send recommendations to these schools.
- Continue to check back with teachers and counselors to make sure they have all the information they need to write and send off your letter of recommendation.

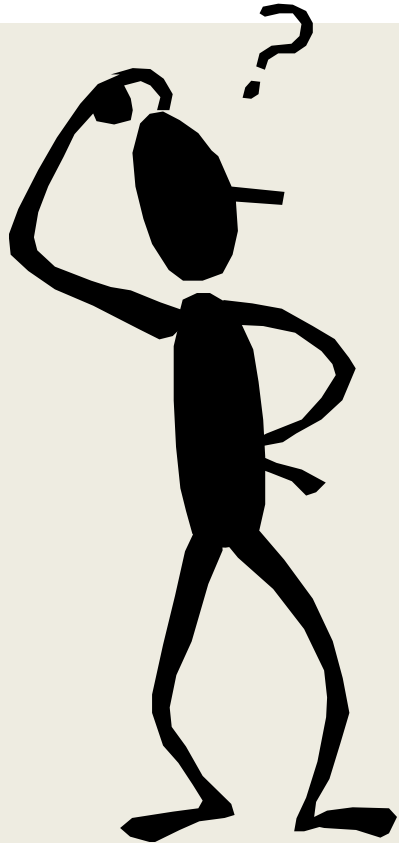
TIMELINE



- **AFTER** all necessary paperwork has been received, allow counselors & teachers **THREE** weeks to write letter and send it off on your behalf.

Be sure to check in with us and confirm that teachers have submitted input forms

Questions



Q&A



Be sure to see your counselor and get your questions answered during break, lunch or after school.