Letter of Rec & Secondary School Report
Who Needs A Letter of Rec?

- Common Application Schools
  - The counselor letter of recommendation 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 Academics
2. Click on Letters of Recommendation
Forms on PHS Website

Click here for Letters 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
- Step 7: Extracurricular Log
- Step 8: Request/Order Transcript

AFTER submitting all necessary paperwork, allow counselors & teachers THREE weeks to write letter.
A. Complete Form & Return to Counselor

Permission To Release School Record Information

Name of Student: ___________________________ ID Number: ___________________________

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 PUSD 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”.

STEP 1: FERPA WAIVER

B. Complete Electronic Waiver on Common App
STEP 2: COLLEGE INFORMATION FORM

We need to know the **deadlines** for the colleges you are applying to.

Complete this form. Provide a copy to your counselor and teachers.

Be sure to list the official deadlines listed on Common Application or the school website.
STEP 3: PERSONAL INFORMATION FORM

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

Name of Student: [Click here to enter text]

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. We encourage both parents to complete the parent brag sheet.

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?
[Click here to enter text.]

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?
[Click here to enter text.]

In which areas have you witnessed the most development in your child during high school?
[Click here to enter text.]

Please describe any significant family events that have occurred over the years that may have affected your student’s performance in high school.
[Click here to enter text.]

If you had to describe your child choosing 2-3 adjectives, which ones would you choose and why would you choose them?
[Click here to enter text.]

What are your child’s significant personality traits? Give at least one example and relate a personal anecdote to illustrate these traits.
[Click here to enter text.]

Describe one or two major events that you see as turning points in your child’s development and explain why you view them as such.
[Click here to enter text.]

List what you consider to be your child’s major strengths as a college candidate and person.
[Click here to enter text.]

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

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.

TEACHER INPUT FORM

Student’s Name: [Click here to enter text.]  
Graduation Yr: [Click here to enter text.]

Counselor: [Click for List]  
Teacher: [Click here to enter text.]

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: [Click here to enter text.]

2. How long have you known the student and under what circumstances? [Click here to enter text.]

3. Describe how the applicant demonstrates a level of maturity and academic preparedness that is consistent with a strong potential for success in college. [Click here to enter text.]

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. [Click here to enter text.]
STEP 6: RESUME

We learn a lot about your work and volunteer experience via your resume. Please provide us with a copy.
STEP 7: EXTRACURRICULAR LOG

The Extracurricular Log shows how you have spent your time in high school and special things you have accomplished, which helps us write your letter.
STEP 8: 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 know(s) 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

Add the names of the counselor and teacher(s) who will be completing letters of recommendation on your behalf.
If You Add Colleges To Your List

- If you add colleges to your Common Application account, once a teacher or counselor has submitted something on your behalf, that university will automatically be able to download and access that information.

- 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. Remember that this is a professional courtesy.
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 counselors and confirm that teachers have submitted input forms.*
Questions

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