LETTER OF RECOMMENDATION WORKSHOP
Who needs a letter of rec?

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

Click on **Academics**

Click on **Letters of Recommendation**
Go to PHS Website

Click here for letter of recommendation forms
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.
Step 1: FERPA Waiver

A. Complete Form & Return

PERMISSION TO RELEASE SCHOOL INFORMATION

Name of student (please print): ____________________________
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 below, 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 Poway Unified School District 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: https://www.powayusd.com and review information on waiving / not waiving
your right to review letters of recommendation. See “Parents, Quick Links; FERPA waivers information”.

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 and provide counselor and teachers with a copy.
- Be sure to list the official deadlines listed on Common Application or the school website.

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<tr>
<th>Name of College/University</th>
<th>Deadline Date</th>
<th>Common Application:</th>
<th>Send:</th>
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</table>
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.

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.

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: [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 disappointment and taking responsibility for his/her actions. [Click here to enter text].

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.
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.
Assigning Recommenders on the Common App

Add the names of the counselor and teacher(s) who will be completing letters of recommendation on your behalf.
Additional Recommendations

- 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.
Letter of Rec Deadline

Application Deadline
Oct. 15th
Nov. 1st
Nov. 15/Dec. 1

Brag Packet Due
Tuesday, Oct. 1
Monday, Oct. 7
Monday, Oct. 28

BRAG PACKET FINAL DEADLINE IS NOV. 15th
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.