



TRUCKEE HIGH SCHOOL LETTER OF RECOMMENDATION PACKET

OVERVIEW *Completed Letter of Recommendation forms must be submitted to your counselor and teachers **at least three weeks in advance** of your earliest application deadline. Any requests for Letters of Recommendation/Secondary School Reports submitted without the minimum three-week notice are not guaranteed to be fulfilled by the application deadline.*

Applying to a UC or CSU:

- You **DO NOT** need any letters of recommendation. They will not be considered for admission unless specifically requested by a campus or program after the initial application submission.

Applying to a private or out-of-state school that uses the Common Application or SENDEdu:

- Letters of recommendation are required. Generally, two recommendations from teachers who know you well are required. Your counselor must also complete a letter of recommendation as part of the “School Report” and “Counselor Recommendation” sections of the Common App.

Applying to a private or out-of-state school that DOES NOT use the Common Application or SENDEdu:

- A letter of recommendation could be required. It is sometimes also called a Secondary School Report. Consult the specific school’s admission website to confirm.

Scholarships:

- Some scholarships require that you include letters of recommendation with your application.

GUIDELINES FOR OBTAINING A LETTER OF RECOMMENDATION

To request a counselor/teacher recommendation, please carefully follow these steps:

- Complete the entire Truckee High School **Letter of Recommendation Packet**. The more effort you put in to completing this form, the better your counselor/teachers can support you by writing a thorough recommendation on your behalf.
- It is imperative that you complete the information on page 2 of this packet regarding what the letter is for and how each school/program that you are applying to will be receiving it. **You must list all due dates.**
- Attach separate sheets for your responses to the questions on page 7.
- Attach copies of your **college essay/personal statement/personal insight responses** if you have written any of these.
- Make copies of the entire completed packet for each person who will be writing a letter/completing a form on your behalf. For teacher requests, please individualize the 5 questions on Page 1. You are responsible for delivering a copy of the completed packet to your counselor and teachers.
- Make your request for a recommendation and submit all materials to your counselor/teachers **at least three weeks in advance of your earliest application deadline**. Please note that the three week window does not include holidays or vacations. It is most efficient for counselors to complete all forms/recommendations you need at one time.

YOU ARE RESPONSIBLE FOR REQUESTING/SUBMITTING THE FOLLOWING TO THE COLLEGE/UNIVERSITY:

1. Your admission application on or before the deadline.
2. Your official SAT and/or ACT test scores sent directly from the testing agency to the college.
3. Your teacher recommendations, if requested by your college.

TRUCKEE HIGH SCHOOL LETTER OF RECOMMENDATION PACKET

Full Name:	
Phone Number:	
Email Address:	

1. Name of teacher:
2. What class(es) did you have with the teacher?
3. What year were you in each class?
4. What grade did you get in each class?
5. What do you want highlighted from this class about yourself? What is special about this teacher or class that made you decide to ask for a letter?

For which of the following are you requesting a letter of recommendation?

College Applications

Schools in the UC/CSU systems and community colleges do not require nor accept letters of recommendation.

Scholarships

Describe below the details of who is requesting this letter:

Name of College/University	Due Date? Indicate if applying Early Action, Early Decision or Regular Decision	Common App or SendEDU?

Probable College Major or Area of Interest	
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TEST INFORMATION

Include scores from all test taken

SAT Date Taken	Score				
	Reading:	Math:	Writing:	TOTAL:	
	Reading:	Math:	Writing:	TOTAL:	
ACT Date Taken	Score				
	Reading:	Math:	Science:	Writing:	TOTAL:
	Reading:	Math:	Science:	Writing:	TOTAL:

SAT SUBJECT TESTS

SAT Subject Test Taken:	Score:

AP EXAMS

AP Exam	Score

Will you take any additional AP exams this year?

Yes

No

If yes, which exams?

Does your high school transcript and/or exam scores accurately reflect your academic potential?

Yes

No

If no, please explain:

Cumulative GPA: _____

Are you the first person in your family to attend college?

Yes

No

Are you hoping for an athletic scholarship?

Yes

No

If yes, which sport? _____

List all dual credit courses you have completed and any other classes taken that are not on your transcript (for example, college classes and/or summer programs):

Course Dates	Courses Taken (i.e. Sierra College Course) and Grade Received if applicable

What are/were your favorite courses in high school and why?

List three (3) strengths and three (3) weaknesses you possess:

Strengths	Weaknesses

SCHOOL ACTIVITIES

- List the major SCHOOL activities you have been significantly involved in during high school. Include any offices held, level or involvement, responsibilities, positions played, championships won, years involved, etc.:

Activity	Position Held	Responsibilities	Years Involved

COMMUNITY ACTIVITIES

- List the major COMMUNITY activities and service you have been involved in during high school. Include offices held, your role, length of involvement and how you contributed, etc. (e.g. - volunteer work, tutoring, Eagle Scout, church):

Organization	Role	Responsibilities	Years Involved

SPECIAL INTERESTS, HOBBIES OR TALENTS

List any special interests, hobbies or talents and length of involvement (e.g. - piano 7 years):

Interest/Hobby/Talent	Years Involved

YOUR LIFE

1. What else would you like included that tells the reader more about who you are? (For example, discuss your passions and why.)

2. What challenges have you had to overcome – and what attributes/coping skills have helped you overcome these challenges?

3. If there has been an event in your life that has had significant, unique or unusual impact (either positive or negative) on you or your grades, please explain:

YOUR GOALS

List some of your future short-term and long-term education and career goals:

Short Term Goals (i.e. Make the soccer team)	Long Term Goals (i.e. Attend a four year college, become an engineer, etc)

Answer TWO OR MORE of the questions listed below:

1. If you could change one thing about the world, what would it be and why?

2. How would you like to see yourself grow over the next four years?

3. Do you have a hero, heroine or role model? Explain who and why.

4. What do you do in your spare time?

5. Who has had the greatest impact on your development and why?

6. What might your teachers say are your greatest strengths and shortcomings?

7. What hardship(s) have you overcome?

8. Ask one or both of your parents/guardians or someone who has known you for many years to write at least one paragraph describing your strengths, challenges and qualities that make you unique.

Please circle 8 to 10 adjectives that best describe you:

able
accurate
active
adaptable
adept
aggressive
alert
ambitious
amiable
analytical
animated
articulate
artistic
assertive
athletic
attentive
bright
brilliant
capable
careful
charismatic
clever
committed
compassionate
competent
conscientious
conservative
considerate

consistent
cooperative
creative
decisive
dedicated
dependable
detail-oriented
dynamic
earnest
educated
effective
efficient
energetic
engaging
enthusiastic
experienced
extroverted
faithful
fearless
flexible
focused
forward
friendly
funny
generous
gentle
gracious
hardworking

honest
honorable
humorous
imaginative
independent
Industrious
influential
ingenious
innovative
inquisitive
instinctive
intelligent
intense
interesting
introspective
inventive
involved
joyous
judicious
kind-hearted
knowledgeable
likeable
lively
mature
meticulous
moral
motivated
multilingual

multi-talented
nice
open
optimistic
organized
original
outgoing
outstanding
patient
People-oriented
perceptive
persistent
personable
persuasive
pleasant
poised
polished
productive
professional
proficient
qualified
quick-thinking
relaxed
reliable
resilient
resourceful
responsible
scholarly
self-assured
self-reliant
sensitive
serious
sharp skilled
smart
sophisticated
spirited
stable
Successful
talented
tenacious

thoughtful
tolerant
top-level
trained
trustful
unique
unselfish
upbeat
valuable
versatile
vigorous
vivacious
warm
well-educated
willing
wise
witty
youthful
Zealous