

Instructions for completing the Letter of Recommendation form for Ms. Paulsen

READ THE INSTRUCTIONS IN THIS BOX CAREFULLY – AND SAVE A COPY FOR REFERENCE!

- This form needs to be completed by all students who would like me to write a letter of recommendation for their college applications. **UC** and **CSU** schools **do not accept** letters of recommendation. Most private schools want and require letters of rec. Out-of-state public universities may or may not require one. .
- I need at least **20 working days** prior to the due date to complete a recommendation. I am unable to write full letters when requested late.
- For any school that uses the Common Application or Coalition App, I will complete the ONLINE counselor portion (www.commonapp.org) (www.coalitionforcollegeaccess.org) When you invite me, I strongly recommend that you check the “yes” box which waives your right to access the information – so that colleges can trust that they have a thorough and honest recommendation. If you have questions, send me an email or stop by the Counseling Office to see me outside of class time.
- The information you will need for the Common App/Coalition App is listed here:

Katie Paulsen, Counselor; email: kpaulsen@tamdistrict.org; phone: 415-945-3615
Redwood High School · 395 Doherty Drive Larkspur, CA 94939 · College Board Code: 051361

- Schools which do not use the Common App or Coalition App, such as out of state public universities, may want you to apply online – check EARLY on each college/university website to find out the required application process.

TRANSCRIPTS: It is your responsibility to order transcripts by filling out the transcript request form in counseling with, Diana Fernandez, our record secretary.

Out-of-State Public Colleges and Private Colleges not on the Common App: Request these to be sent.

Common App/ Coalition App Colleges: I will automatically send a transcript for these schools

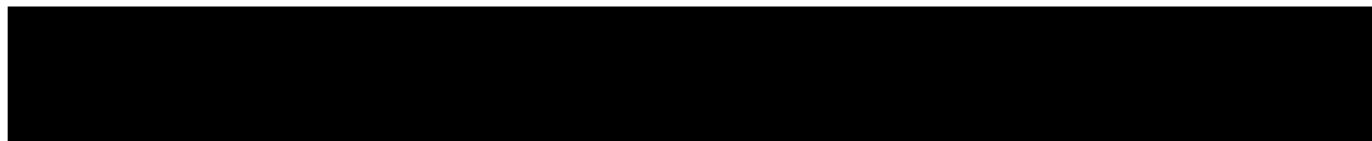
UC – they will communicate by email if they need one

CSU – they will communicate by email if they need one

- **All SAT/ACT test scores must be sent directly from the testing company** to your college choices. Do this at www.collegeboard.com and/or www.actstudent.org

If you have questions, please ASK! Come to app workshops in the College and Career Center at SMART in fall!

Name (as listed on applications)	First date on which a recommendation is due:
	To what college:
Email address:	Cell phone:



Schools to which you wish a recommendation sent:		Are any early action or early decision?	
School	Due Date	School	Due Date
1)		2)	
3)		4)	
5)		6)	
7)		8)	
9)		10)	

Who is writing your teacher rec(s)?

Personal Information

Address	Home phone:
Parents' Names	

Do you have any sisters or brothers? If yes, list their names, ages, and the name of the school or college which they attend or attended.

09-10

List 5 adjectives which best describe you:

ADJECTIVE	WHY?

Please rank yourself as honestly as you can. Put an X in the box that you feel best describes you.

<i>Quality</i>	<i>Below Average</i>	<i>Average</i>	<i>Good</i>	<i>Very Good</i>	<i>Outstanding</i>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to comprehend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of Humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe your academic strength.

Is there a specific project or assignment in one of your classes you feel represented your best efforts? Describe.

List and briefly describe your hobbies /interests...any and all interesting things you do!

Describe an accomplishment of which you are most proud (academic or not/in school or out).

Who has inspired you and why?

What are you considering for a college major and what motivated you to consider that major? If you have any experience(s) in the area of your major, please describe it: (classes, jobs, internship, etc)

Are there any hardships or challenges you have had to overcome in your life?

Are there any financial hardships you think colleges should be aware of?

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If you have a resumé prepared, you can leave the next three sections blank and attach resumé to end.

AWARDS AND DISTINCTIONS: Academic/Non-Academic/In or Out of School

Year	Title and Description

ACTIVITIES and LEADERSHIP ROLES: In/Out of School (Sports, Clubs, Youth Groups, etc.)

Year	Title and Description

WORK and VOLUNTEER EXPERIENCE:

Year(s)	Title and Description

SELF EVALUATION: What aspects of you or your activities would you like emphasized? Include how you will contribute positively to the college community you attend.

Is there **anything else** you would like me to include in your letter or that would be helpful for me to know? (This could include more information about you, your family, your motivation, special circumstances, if your transcript is an accurate reflection of your ability, etc.)

Parent Portion: Personal Strengths

Please ask your parent(s) to write a summary of their perspective of you, including what they consider to be your unique qualities. Have them cite experiences or personal anecdotes that demonstrate your strengths and special talents. **Please focus on High School Experiences**, although they may include significant earlier events that shaped your life. (You can use space or additional pages, or email to kpaulsen@tamdistrict.org)