

## Instructions for Completion 12<sup>th</sup> grade Letter of Recommendation Questionnaire for Ms. Wall

*Updated for Class of 2023 graduating on June 9, 2023! Class size = 500*

- This questionnaire packet needs to be completed by all seniors who need me to write a letter of recommendation for their private or out of state public university & college applications. (Remember, UC's & CSU's DO NOT require or accept letters of recommendation.)
- I need the following information so that I will be able to write you a complete and accurate recommendation letter. Please type it or write legibly; remember with more complete and detailed information from you, it will be much easier for me to write you a comprehensive recommendation. Anecdotal information that provides specific examples is appreciated. I need it at least 1 month prior to your first deadline!
- For any school that uses the Common Application ([www.commonapp.org](http://www.commonapp.org)) you need to invite me with the email address below. If you have questions, send me an email or stop in the Counseling Office and fill out a request to see me. The information you will need for the Common Application is:

Tamara Wall, School Counselor - Email: [twall@tamdistrict.org](mailto:twall@tamdistrict.org) - Phone: (415) 945-3682  
Redwood High School, 395 Doherty Drive, Larkspur, CA 94939 - College Board Code: 051361

- Colleges which do not use the Common Application may want you to apply online - check EARLY on each college/university website to find out their required application process.
- If you have any paper application recommendations which need to be sent to colleges, you will need to provide the required counselor/secondary school report form and a self-addressed stamped (with 2 Forever Stamps) envelope addressed to each college admissions office & I will provide the return address.
- If official high school transcripts are needed, it is your responsibility to order them from the Redwood Records Secretary in the counseling office room 103. Transcripts are free of charge.
- It is very important to request letters of recommendation from your counselor and teachers with adequate time for their completion and to complete your applications well before the deadlines.
- All SAT/ACT test scores must be sent by you directly from the web site of your testing company to all of your college choices. Do this at [www.collegeboard.com](http://www.collegeboard.com) and [www.actstudent.org](http://www.actstudent.org)

***If you have questions, please ASK me!***

**Class of 2023 Required Letter of Recommendation Questionnaire for Ms. Wall**

Your name:		1 <sup>st</sup> application deadline:
Email address:		Cell phone:
Are you the 1 <sup>st</sup> in your family to attend college?: circle YES or NO		
Will you be applying for Financial Aid? circle YES or NO		
Occupation of Mother & Employer		Occupation of Father & Employer
Mother's Highest level of education completed		Father's Highest level of education completed
If mother attended college, what college?		If father attended college, what college?
Do you have any sisters or brothers? If yes, please list their names, ages, and the name of the school or college they attend or attended.		

Please list 5 words that most people would use to describe you:

ADJECTIVE

WHY?


What is your favorite class and/or subject and why?

What teachers have been influential to you and why?

**What are you most interested in outside of school?**

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

**What challenges and personal hardships have you had to overcome in your life?**

**What are you considering for a college major and what has inspired you to consider that major?**

**Are you interested in a particular profession? Why?**

**How would you introduce yourself to your future college roommate?**

**Do you have a special talent? If yes, describe. Will you continue this special talent in college?**

**Why do you want to attend college and what are you most looking forward to in college?**

**If you could write your own recommendation, what are the things you would emphasize? How will you be an asset to the college campus you attend? How do you differ from peers/other applicants?**

**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, and any memory of our working relationship over the last 3 years, special circumstances, etc. ANYTHING that could be helpful...**

**Parent Recommendation: Personal Strengths**

Parents can write me a bullet point list or a summary or a letter sharing what they see as 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. If they do not want to include it on this questionnaire, they are welcome to email me this directly: [twall@tamdistrict.org](mailto:twall@tamdistrict.org)

*If you have a resumé prepared, you can leave the next 3 sections blank and attach resumé to this packet:*

**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