



## How to Handle Letters of Recommendations



### **Student TO DO List:**

- Remember that all counselor/teacher recommendations are confidential and will be sent directly to the requesting campus. They are not returned to the student, nor seen by the student (department policy)
- Seek out teachers who know you on a personal level
- Give your recommenders plenty of lead time, i.e. thirty days (10 school days minimum). Winter break does not count.
- Provide a copy of your personal profile information form (that follows) to your recommender
- Is your FERPA waiver completed? This is required on Common Application, NCAA, and SENDeDU as well as others. It is recommended that you Waive your confidentiality rights as a failure to do so may construe to colleges that your recommender may not have felt the freedom to comment honestly.
- Keep Naviance up to date:
  - ✓ Is your Student information section updated in your personal profile?
  - ✓ Is your “Colleges I’m Applying to” (college list) section current?
- Make sure to communicate with your counselor. Many times there are details that need to be clarified. Clearly communicate due dates for each college
- If an electronic version of your college application is not available, you **MUST** provide stamped addressed envelopes (**TWO STAMPS** per envelope) with GBHS as the return address:

#1 Grizzly Way  
Granite Bay, CA 95746

The following information may be needed for your college applications and on the Common Application. Save this for your future use.

**CEEB Code: 051106**

(needed for college applications and SAT/ACT registration)

Name: Granite Bay High School  
Address: #1 Grizzly Way, Granite Bay, CA 95746  
Phone: 916-786-8676 Fax: 916-786-0766

# Personal Profile

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Intended College Major: \_\_\_\_\_ Career Goal \_\_\_\_\_

**INSTRUCTIONS:** Do NOT treat this like a homework assignment where you work to provide responses to every prompt. It is best to only respond to the prompts that elicit things of significance. If you are struggling to come up with a response, simply move onto the next one. The target is to provide information of significance to your recommender.

List the Colleges (that require letters of recommendation) and DUE DATES in CHRONOLOGICAL ORDER (Rolling applications first)

Check if electronic File	Name of College	Check if using the Common Application	Transcript Only	Postmark Due Date (Rolling first, then listed in chronological order)	<i>For office use only</i> Completed by/Date
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

1. How would you describe yourself to someone who did not know you?

2. Explain any experiences that have profoundly affected your life.

3. **If applicable**, discuss any extreme hardship situation, special circumstance, or unusual event that has impacted your high school achievement.
  
  
  
  
  
  
  
  
  
  
4. What are the personal qualities that make you stand out from the crowd? (consider something special or unique about you that you would like to have mentioned in the letter) Please explain.
  
  
  
  
  
  
  
  
  
  
5. What are your academic strengths? (writing, research, problem solving, etc.)
  
  
  
  
  
  
  
  
  
  
6. What subject in high school did you find most challenging and why?
  
  
  
  
  
  
  
  
  
  
7. How have you been a leader or displayed leadership?
  
  
  
  
  
  
  
  
  
  
8. How have you made an impact on the GBHS community and/or your local community?
  
  
  
  
  
  
  
  
  
  
9. List your work experiences (paid or volunteer) describe your responsibilities.

10. In the spaces below, indicate your extracurricular activities (including athletics, clubs, community service, etc.), check the years of involvement, and note any awards/honors, leadership positions, etc.

<b>Extracurricular Activity</b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>	<b>Leadership, Honors, Awards, etc.</b>

11. Please feel free to comment on any of the activities listed above.