

HOW TO REQUEST A COLLEGE RECOMMENDATION FROM MY SCHOOL COUNSELOR

FERPA Release Authorization

FERPA is the Family Educational Rights and Privacy Act. Before you start adding your recommenders' information to a college application, you must complete the FERPA Release Authorization.

From Common App: "Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard letters submitted on your behalf."

SMHS counselors will only submit counselor recommendation forms for students who waive their FERPA rights. Deadline for requesting Counselor Recommendation for admissions is DECEMBER 1

Follow the steps below:

1. Complete the BRAG PACKET.
2. Ask your counselor/teacher IN PERSON. Tell counselor/teacher how recommendation will be submitted (if Common App., counselor will receive an email to upload directly).
3. Follow up with email and submit brag packet (same day or next day).

You must complete ALL the steps above and submit your request in person at least 10 SCHOOL DAYS prior to your first application deadline.

(Note: Vacation days and weekends DO NOT count in the 10 school days)

STUDENT is responsible for:

1. Submitting your application and fee to each college before the deadline
2. Requesting your official test scores be sent to EACH individual college to which you are applying
*SAT I, SAT subject tests and AP scores—go to www.collegeboard.com
*ACT—go to www.actstudent.org
3. Sending transcripts from any school outside of SMHS (ex. Mira Costa or Palomar College), even if it is already on your SMHS transcript
4. Requesting transcripts from our registrar for any university not on Common App. or who has requested it outside of Common App. Order your transcript through Parchment at parchment.com

Your school counselor will send the following to EACH college on Common App. or SENDedu:

1. Your high school transcript-with your current course schedule
2. An SMHS School Profile
3. A Counselor Recommendation (if required by the university and requested by following the steps above)
4. The Secondary School Report form for the college-if required

SAN MARCOS HIGH SCHOOL

STUDENT BRAG PACKET

Personal Information:

Full legal name:

Preferred name:

School I.D #:

Preferred pronouns:

They/them/theirs

Ze/hir/hirs

She/her/hers

He/him/his

Other:

Contact Information

School email:

Personal email:

Which email do you prefer I use to contact you?

Cell phone number:

Recommendations needed for:

College or Scholarship Name *Do not list UC/CSU's as these schools do not accept letters of recommendation.	Application Deadline

In addition to our counselor recommendation, we are also giving students the opportunity to provide us with a letter of recommendation from an adult in their life who knows them well (i.e. coach, clergy, employer, teacher who isn't already writing a recommendation – **not a relative or friend**) that will be uploaded to their college application.

If you are utilizing this option, please do the following:

1. List the name, relationship, and email address of this individual as well as the date that they agreed to provide the recommendation.

Name of other recommender: _____

Relationship to student: _____

Email address of other recommender: _____

2. Provide this additional recommender with your counselor's name, email address, and the date by which it needs to be received (at least a week prior to your first deadline).

It is the student's responsibility to facilitate the connection between the outside recommender and the school counselor. If the additional recommendation is not received at least a week prior to your first application deadline, your counselor may not be able to include it.

Parent's/Guardian's occupation and college(s) attended:

What's your current life dream? Could be our ideal job, ideal environment, etc.
Essentially, what/who do you want to be after college?

Do you believe your academic record (transcript information and test scores) provide an accurate representation of you as a student? Why or why not? (This is also an opportunity for you to discuss an event in your life that has had a significant impact on you, your life, and/or your academics.)

List three majors/occupations you are considering in order of preference and explain what it is about the major/occupation that interests you.

Pick three adjectives that you believe best describe you.

What hobby or endeavor are you passionate about and why?

Do you work? If so, where do you work? What have you learned on the job that school couldn't have taught? What do you do with your income?

What has been your favorite class at San Marcos High School and why?

Discuss one leadership role you have experienced in your life (Please note that leadership is not limited to titled roles like captain or supervisor. It can be leadership

within your family, your job, your church, or any other capacity in which you've led or supported others.)

Extracurricular activities: Please describe and indicate the dates of affiliation (clubs, teams, service organizations, community involvement, student government, etc.). If you hold/held an office or had a specific responsibility, please describe each activity with the most recent first. Please feel free to email your recommender a copy of your resume.

Awards and honors that you have earned while in high school (but these do not have to be school-related).

Please list any meaningful contributions you've made to your school/local community (be it your friend group, your family, your team, club, etc.)

Please describe how you work to achieve a healthy school-life balance (ex. Good time-management, developing good organizational skills, balancing the demands of AP Classes with athletics and family/social activities)

If you are requesting a recommendation from a teacher, please respond to the following questions:

Teacher #1

- Name of teacher:
- Name of the class:
- Year taken:
- How do/did you contribute to the learning and community in my classroom? What is/was your role in the class?
- Which lesson(s) in my class especially intrigued you?
- Of which class project(s) are you most proud? Why?

Teacher #2

- Name of teacher:
- Name of the class:
- Year taken:
- How do/did you contribute to the learning and community in my classroom? What is/was your role in the class?
- Which lesson(s) in my class especially intrigued you?
- Of which class project(s) are you most proud? Why?

Once the brag packet is completed, please distribute it to your counselor/teachers as soon as possible.