

THE SENIOR GUIDE TO THE COLLEGE APPLICATION PROCESS

2024-2025



*“You have brains in your head.
You have feet in your shoes.
You can steer yourself any direction you choose.*

*You’re on your own and you know what you know and YOU are the one
who’ll decide where to go”*

— Dr. Seuss, Oh, The Places You’ll Go!



Table of Contents



Where do I begin?

- Steps in the College Selection: Senior Year.....1
- Upcoming SAT and ACT Test Dates.....2 - 3
- Test Security & Identification Requirements
SAT & ACT.....4 - 5
- Naviance eDocs/Common Application
Instructions.....6
- Procedures for Processing Transcript Request Forms.....7

NCAA Information for Student Athletes

- NCAA Clearinghouse Athlete Registration Information8
- NCAA Freshman Eligibility Standards
Quick Reference Sheet9 - 11

Resources & Forms

- Resume Writing Tips & Sample Resume.....12 - 13
- Effective Application Essay Writing Tips.....14 - 15
- Web Site Addresses.....16
- Putting the Pieces Together/Completing Your Application.....17
- Guidance Counselor Letter of Recommendation
Questionnaire Form.....18 - 19
- Teacher Letter of Recommendation Questionnaire20 - 21



Steps in the College Selection Process

Step 1: Research (Junior Year)	Step 2: Testing (Spring of Junior Year /Fall of Senior Year)	Step 3: Application (Fall of Senior Year)	Step 4: Financial Aid (Senior Year)	Step 5: Decision (Spring of Senior Year)
<ul style="list-style-type: none"> • Meet with your counselor to complete an initial college search and obtain information to kick-start the process. • Utilize online college searches, such as Naviance and www.collegeboard.org • to help develop your list of schools. • Develop a balanced list of reach, target, and safety schools, considering both academics, as well as cost of the school. • Attend college fairs, and College Night @ Sachem East (Spring). • Visit college campuses. • Potential Division I & II athletes, be sure to see your counselor about NCAA Clearinghouse requirements. • Potential Military Academy applicants, discuss these plans with your counselor. • Check the guidance web site for important information (www.sachem.edu). 	<ul style="list-style-type: none"> • Register for the SAT I Reasoning Test (check deadlines). • Register for the ACT (check deadlines). • Avoid late registration fees by applying on time. <p>Important web sites: www.collegeboard.org www.actstudent.org</p>	<ul style="list-style-type: none"> • Complete all college applications found on the colleges' websites. • Complete applications early. Be aware of deadlines. • Request teachers for letters of recommendation. • Send SAT/ACT scores to your colleges via www.collegeboard.org www.actstudent.org • Request your transcript, and other supporting materials to be sent by the guidance office to the colleges to which you are applying. • Request mid-year grades to be mailed to those colleges that require them. 	<ul style="list-style-type: none"> • Complete CSS profile if required by the college. (October) • Complete the Free Application for Federal Student Aid (FAFSA) online (www.studentaid.gov) • Check the Guidance Department's Scholarship Newsletter monthly for scholarship opportunities. • Attend Sachem's Financial Aid Information Night for Senior Parents (January). 	<ul style="list-style-type: none"> • Inform your counselor of your final decision. • Submit copies of all college acceptance letters and scholarship awards to your counselor. • Complete the Senior Survey with your counselor. • Request your final transcript to be sent to the college you choose to attend.

Register For The SAT Exams!!

Register Online at
www.sat.org



IMPORTANT DATES

SAT I Test Date

November 2, 2024
December 7, 2024

Registration Deadline

October 18, 2024
November 22, 2024

**The Late Registration Deadline for the December 7th SAT is
November 26th, 2024.*

**SACHEM HIGH SCHOOL NORTH
CEEB CODE #332-762**

IMPORTANT!! Students must use Sachem's CEEB Code when registering for the SAT in order for Guidance to receive your scores!!

Register For The ACT Exams!!

Register Online at
www.actstudent.org



IMPORTANT DATES

ACT Test Date

October 26, 2024

December 14, 2024

Registration Deadline

September 20, 2024

November 8, 2024

**The Late Registration Deadline for the December 14th ACT is
November 22nd, 2024.*

**SACHEM HIGH SCHOOL NORTH
CEEB CODE #332-762**

IMPORTANT!! Students must use Sachem's CEEB Code when registering for the ACT in order for Sachem Guidance to receive your scores.

There is also an optional writing portion on the ACT exam. Please check with your individual colleges if they require the writing section.

SAT/ACT Photo Requirements

You must provide a photo when you sign up for the SAT and ACT. The photo will be part of your Admission Ticket and will be checked against your photo ID on test day to ensure security.

You Really Need to Know This

- If the photo you upload doesn't meet the requirements listed below, you will not be allowed to test.
- Getting a message that your upload was successful does not mean that your photo meets all requirements. It only means that it's the correct file type and size.

Don't Get Turned Away on Test Day

You won't be allowed to take the test if your Admission Ticket photo has **any** of these problems:

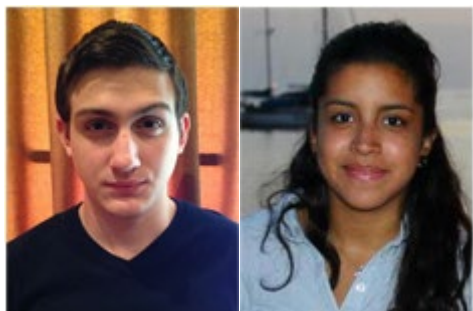
- One or both of your eyes are not visible or blocked (for example, if you are wearing sunglasses).
- Photos include more than one person.
- Poor photo quality makes you unrecognizable.
- You are wearing a hat or head covering that is not worn for religious purposes.
- Your photo has been digitally altered or tampered with in any other way.

Acceptable Photo Checklist

You can use recent photos — like school pictures or passport photos — or take a new one. You can also link to Facebook to add a photo (you'll be able to crop it). Just make sure they meet these requirements:

- You're easy to recognize.
- You're the only one in the picture.
- There's a head-and-shoulders view, with the entire face, both eyes, and hair clearly visible; head coverings worn for religious purposes are allowed.
- You're in focus.
- There are no dark spots or shadows.
- Black-and-white photos are acceptable.

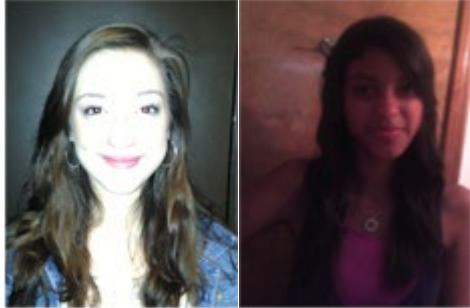
Acceptable Photos These photos are acceptable.



Common Mistakes

Here are examples of some common mistakes that result in faces not being fully visible and recognizable:

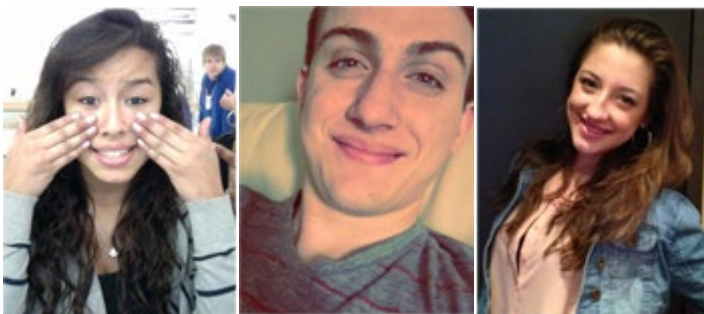
1. Your photo is too light or too dark.



2. Your photo is taken from too far away or too close.



3. Only part of your face can be seen (part or all of your face is covered, part or all of your head is cut off, you are shown in profile or three-quarter view).



4. Photo includes another person.



WHEN USING THE COMMON APPLICATION...

Before the Guidance Office can process your transcript request form, the FERPA Waiver must be completed and your Common Application must be matched with your Naviance account.

Please follow these steps:

Step 1: Complete the FERPA Waiver:

1. Log into your Common Application.
2. Click on the "My Colleges" tab. (Note: You must have at least one college added to your Common App to access this tab.)
3. Click on any one of the schools in your Common App list and select the link on the left-hand side for Recommenders/FERPA waiver.
4. Read the statement and click continue.
5. Respond to the waiver question by clicking the appropriate box and typing in your name.
6. Click Save tab on bottom.
7. Note: This process will only be completed one time. Once your selection is made, it is applied to all of your Common App schools, and you cannot change it. Please make sure you are reading the information carefully and speaking to your counselor to clarify any questions prior to making your selection.

Step 2: Matching Common Application with Naviance:

1. Log into your Naviance account
2. Click on "Colleges I Am Applying To."
3. In the pink box at the top, click "Match Accounts"
4. You will be redirected to log into your Common App account in order to authorize the accounts to be linked.

* Note: Prior to submitting a transcript request form to the Guidance Office, you must make sure that the colleges you are requesting us to send information to are added to your Common Application.

PROCEDURES FOR PROCESSING TRANSCRIPT REQUEST FORMS

1. **STUDENTS** are responsible for submitting their application(s) / application fee(s) directly to each college. Most applications are submitted online following the instructions indicated on the college's website. In order to complete the application, most colleges require that students submit an official transcript from the high school. To request an official transcript, you must complete a Transcript Request Form. The Transcript Request Form is available in the Guidance Office, on the Sachem North Guidance website, and in the School Counseling Google Classroom. Please make sure you read these directions prior to completing the form.

NOTE: Transcript Request Forms must be signed by **BOTH** the student and parent/guardian in order to be accepted by the Guidance Department.

2. **TEST SCORES:** Students are responsible to send their own SAT / ACT scores through the College Board (www.collegeboard.org) and/or the ACT Student Web Account (www.actstudent.org). If there is some reason you are unable to send your own scores, please see your counselor. Please note that many colleges have adopted test-optional policies in recent years. Prior to submitting your scores from the testing agency, make sure to review each college's testing policy to determine if submitting your scores is required/in your best interest. See your counselor if questions arise.
3. **REPORT CARD/MID-YEAR GRADE SUBMISSION:**
Many colleges require the submission of first marking period and/or mid-year grades for admissions consideration. If your college requires a first marking period report card or mid-year grade report, you must complete a Report Card/Mid-Year Grade/Final Transcript Request Form, which must be signed by both the student and the parent/guardian.

Please be advised that Sachem North utilizes Naviance for report card and mid-year grade submission. When a student applies using the Common Application, Naviance does not provide the option for mid-year grades/report cards to be limited only to the college that requests them. When mid-year grades/report cards are submitted via Naviance, Naviance automatically submits that information to all colleges to which the student has applied using the Common Application.

4. **DEADLINES:** Students must be aware of their college deadlines. The Guidance Office requires that students submit the Transcript Request Form at least **TEN (10)** school days prior to their deadline to ensure the materials will be received by the college in a timely fashion. The Guidance Office also publishes dates by which transcript requests must be received during high volume admissions cycles:

2024 College Application Transcript Request Timelines:

November 1 st deadlines:	Must be received by the office no later than Friday, October 13th
November 15 th deadlines:	Must be received by the office no later than Friday, October 27th
December 1 st deadlines:	Must be received by the office no later than Monday, November 13th

5. **COMMON APPLICATIONS:** If you are using the common application, make sure you have all colleges listed in your Common Application list. You also need to make sure you complete the FERPA waiver and match your Common Application with your Naviance account. These directions are located on [page 6](#) in this document.
6. **LETTERS OF RECOMMENDATION:** If your college requires counselor and/or teacher letters of recommendation, make sure to check off the appropriate line on the Transcript Request Form, indicate which teachers' letters are to be submitted and in what priority order. If you require a counselor letter, please visit the School Counseling Google classroom and complete your counselor's Letter of Recommendation Google form, which helps your counselor obtain the information needed to prepare your letter. The Teacher Letter of Recommendation Questionnaire is available in the Guidance Office, on the Sachem North Guidance website, or in the School Counseling Google Classroom. Be sure to provide your counselor/teacher at least two to three weeks lead time prior to any deadline. It is the student's responsibility to follow up with teachers to ensure their letters have been uploaded to Naviance prior to their deadline.
7. **SUBMISSION:** To submit your form, you must come to the Guidance Office during a free period and hand your form in to one of the Guidance Secretaries to be reviewed and date stamped. The secretary will also give you a receipt for your records.

ATTENTION ATHLETES ...

Are you familiar with the NCAA academic eligibility requirements?

If you intend to play on the college level, you **MUST** read the following pages. There are some very important steps you must take as an athlete in the college application process.

Remember to register on line.

www.eligibilitycenter.org

Please be sure to submit a Transcript Request Form to Mrs. Rodgers in the guidance office so that your preliminary transcript will be sent now and your final transcript will be sent after you graduate.

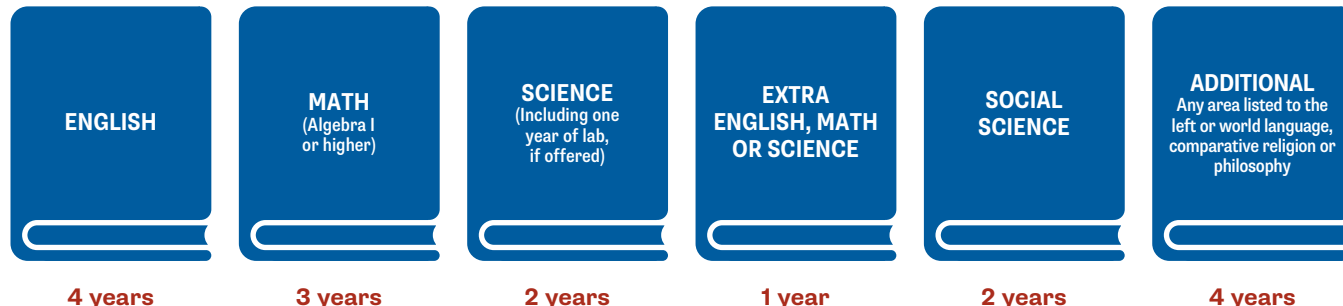
See your counselor for details!

Division I Academic Standards

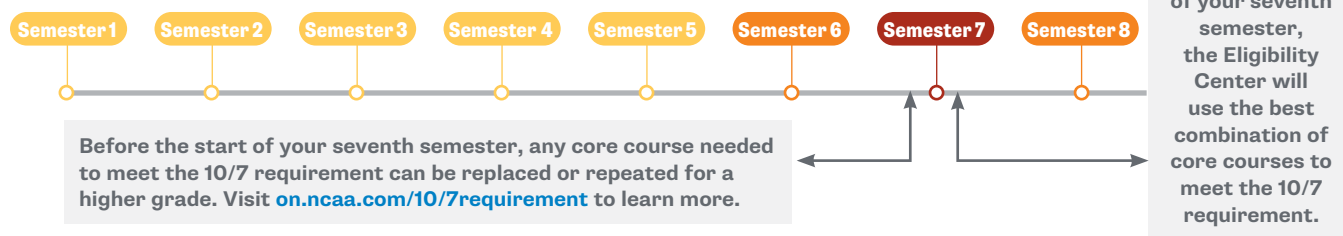
Division I schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:



1. Earn 16 NCAA-approved core-course credits in the following areas:



- Complete your 16 NCAA-approved core-course credits in eight semesters from your initial start of ninth grade. If you graduate from high school early, you still must meet core-course requirements.
- Meet the **10/7 requirement** by completing 10 of your 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of your seventh semester.



» Students with solely **international** academic credentials (including Canada) are not required to meet the 10/7 requirement.

- Earn a minimum 2.3 **core-course GPA**.
- Ask your high school counselor to upload your **final official transcript** with **proof of graduation** to your Eligibility Center account.
- Receive academic and amateurism certifications from the Eligibility Center.

Example Schedule

How to Plan Your High School Courses to Meet the 16 Core-Course Requirement

$$4 \times 4 = 16$$

9th
GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social science and/or additional

4 CORE COURSES

10th
GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social science and/or additional

4 CORE COURSES

11th
GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social science and/or additional

4 CORE COURSES

12th
GRADE

- (1) English
- (1) Math
- (1) Science
- (1) Social science and/or additional

4 CORE COURSES



What If I Don't Graduate on Time?

In Division I, if you do not graduate on time (eight semesters from your initial start of ninth grade), the Eligibility Center will still use your grades and coursework for the first eight semesters for your certification. You will still need to provide proof of graduation (once you graduate) but may not use any coursework taken after your eighth semester.

What If I Don't Meet Division I Standards?

If you have not met all the Division I academic standards, you may not compete in your first year of **full-time enrollment** at a Division I school. However, if you qualify as an **academic redshirt**, you may practice during your first regular academic term and receive an athletics scholarship during your first year of full-time enrollment.

Division I Worksheet

Use the **Division I Worksheet** to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The Eligibility Center will determine your academic status after you graduate. Remember to check **your high school's list** of NCAA-approved core courses for the courses you have taken or plan to take.



ACADEMIC CERTIFICATION DECISIONS

Academic certifications are required for all college-bound student-athletes planning to compete at an NCAA Division I school. If you're being recruited by a Division I school, below are the most common decisions you may receive once a certification has been completed.

EARLY ACADEMIC QUALIFIER

If you meet **specific criteria** after six semesters of high school, you may be deemed an early academic qualifier for Division I and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

ACADEMIC REDSHIRT

You may practice during your first regular academic term and receive an athletics scholarship during your first year of full-time enrollment but may NOT compete during your first year of full-time enrollment. You must pass either eight quarter or nine semester hours to practice in the next term.

NONQUALIFIER

You will not be able to practice, compete or receive an athletics scholarship during your first year of full-time enrollment.

Division II Academic Standards

Division II schools require you to meet academic standards. To be eligible to practice, compete and receive an athletics scholarship in your first year of full-time enrollment, you must meet the following requirements:



MAKE IT *YOURS*

1. Earn 16 NCAA-approved core-course credits in the following areas:

ENGLISH	MATH (Algebra I or higher)	SCIENCE (Including one year of lab, if offered)	EXTRA ENGLISH, MATH OR SCIENCE	SOCIAL SCIENCE	ADDITIONAL Any area listed to the left or world language, comparative religion or philosophy
3 years	2 years	2 years	3 years	2 years	4 years

2. Earn a minimum 2.2 core-course GPA.
3. Ask your high school counselor to upload your final official transcript with proof of graduation to your Eligibility Center account.
4. Receive academic and amateurism certifications from the Eligibility Center.

What If I Don't Meet Division II Standards?

If you have not met all the Division II academic standards, you may not compete in your first year of full-time enrollment at a Division II school. However, you will be deemed a partial qualifier. All Division II partial qualifiers may practice and receive an athletics scholarship but may NOT compete during their first year of full-time enrollment.

Division II Worksheet

Use the [Division II Worksheet](#) to assist you in monitoring your progress in meeting NCAA initial-eligibility standards. The Eligibility Center will determine your academic status after you graduate. Remember to check your [high school's list](#) of NCAA-approved core courses for the courses you have taken or plan to take.



ACADEMIC CERTIFICATION DECISIONS

Academic certifications are required for all college-bound student-athletes planning to compete at an NCAA Division II school. If you're being recruited by a Division II school, below are the most common decisions you may receive once a certification has been completed.

EARLY ACADEMIC QUALIFIER

If you meet specific criteria after six semesters of high school, you may be deemed an early academic qualifier for Division II and may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

QUALIFIER

You may practice, compete and receive an athletics scholarship during your first year of full-time enrollment.

PARTIAL QUALIFIER

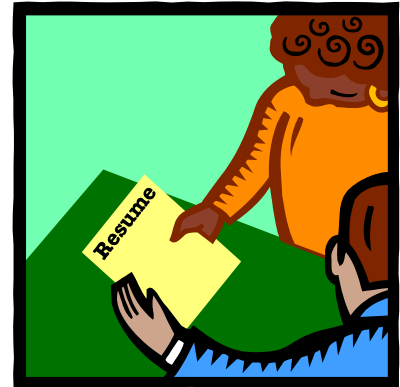
You may practice and receive an athletics scholarship but may NOT compete during your first year of full-time enrollment.



Tips for Building a Winning College Resume

- **Start by writing down all activities and work experiences you have been involved in during your high school career.**

Generally, your resume should include only those things you have done in grades 9-12.



- **Once you compile your list of activities, organize the list into key categories.**

Some common categories are: *Work Experience, Awards and Honors, Extracurricular Activities, Community Service, etc.*

- **Prioritize your activities within each category.**

List those involvements that have been the most important/meaningful to you towards the top of the resume and work your way down, list those activities that you have participated in more recently before those that you completed early in your high school career.

- **Elaborate on meaningful activities by listing key accomplishments in bullet format underneath that activity.**

- **Avoid repeating your transcript on your resume.**

The colleges will receive a record of your grades, GPA, class rank, and test scores. It is not necessary to repeat this information on your resume. Do not list courses in progress or prior honors/AP courses on your resume unless the college specifically asks for this.

- **Don't sell yourself short and don't over-elaborate.**

Don't assume that certain involvements are unimportant or not worth including. These things may actually set you apart from the competition. Do not misrepresent your involvements by including activities that you did not participate in or did not fulfill your obligations toward.

- **Try to keep it to one or two pages at the most.**

- **Use the sample resume on the next page to help start the process...**

John Doe
123 Any Street
Lake Ronkonkoma, NY 11779
(631) 555-5555 / emailaddress@yahoo.com

Objective:

Acceptance into a competitive college to pursue a bachelor's degree in psychology.

Education:

Sachem High School
212 Smith Road, Lake Ronkonkoma, NY 11779

Interests & Activities:

Grade:

Drama Club	9-12
• Cast member in the following productions:	
- "Annie"	12
- "One Upon a Mattress"	11
- "Jesus Christ Superstar"	10
Student Government	10-12
• Junior Class Treasurer	11
• Organized fundraisers for the class	10-12
• Helped design float for Homecoming Parade	10-12
National Honor Society	11-12
• Tutored students in math and science	
Spring Track	9
• Competed in pole vault and shot put.	

Community Service:

Thanksgiving Food Drive	9-12
• Collected and distributed food to families in need in the community.	
Volunteer at Stony Brook Hospital	11-12
Breast Cancer Walk-a-Thon	11

Work Experience:

Waldbaums, Lake Ronkonkoma, NY (June 2010-present)	
• Cashier	
Babysitter (March 2009-August 2010)	
• Watched three children, ages 4, 6, and 8, for a neighbor twice a week.	

Honors & Awards:

Principal's Honor Roll, every semester	9-12
Student of the Week, November 2011	12
Perfect Attendance Award	10-11

College Essay Writing Tips: Write an Effective Application Essay

A great application essay will present a vivid, personal, and compelling view of you to the admissions staff. It will round out the rest of your application and help you stand out from the other applicants. The essay is one of the only parts of your application over which you have complete control, so take the time to do a good job on it. Check out these tips before you begin.

Dos

Keep Your Focus Narrow and Personal

Your essay must prove a single point or thesis. The reader must be able to find your main idea and follow it from beginning to end. Try having someone read just your introduction to see what he thinks your essay is about.

Essays that try to be too comprehensive end up sounding watered-down. Remember, it's not about telling the committee what you've done—they can pick that up from your list of activities—instead, it's about showing them who you are.

Prove It

Develop your main idea with vivid and specific facts, events, quotations, examples, and reasons. There's a big difference between simply stating a point of view and letting an idea unfold in the details:

- **Okay:** "I like to be surrounded by people with a variety of backgrounds and interests"
- **Better:** "During that night, I sang the theme song from Casablanca with a baseball coach who thinks he's Bogie, discussed Marxism with a little old lady, and heard more than I ever wanted to know about some woman's gall bladder operation."

Be Specific

Avoid clichéd, generic, and predictable writing by using vivid and specific details.

- **Okay:** "I want to help people. I have gotten so much out of life through the love and guidance of my family, I feel that many individuals have not been as fortunate; therefore, I would like to expand the lives of others."
- **Better:** "My Mom and Dad stood on plenty of sidelines 'til their shoes filled with water or their fingers turned white, or somebody's golden retriever signed his name on their coats in mud. I think that kind of commitment is what I'd like to bring to working with fourth-graders."

Don'ts

Don't Tell Them What You Think They Want to Hear

Most admissions officers read plenty of essays about the charms of their university, the evils of terrorism, and the personal commitment involved in being a doctor. Bring something new to the table, not just what you think they want to hear.

Don't Write a Resume

Don't include information that is found elsewhere in the application. Your essay will end up sounding like an autobiography, travelogue, or laundry list. Yawn.

- "During my junior year, I played first singles on the tennis team, served on the student council, maintained a B+ average, traveled to France, and worked at a cheese factory."

Don't Use 50 Words When Five Will Do

Eliminate unnecessary words.

- **Okay:** "Over the years it has been pointed out to me by my parents, friends, and teachers—and I have even noticed this about myself, as well—that I am not the neatest person in the world."
- **Better:** "I'm a slob."

Don't Forget to Proofread

Typos and spelling or grammatical errors can be interpreted as carelessness or just bad writing. Don't rely on your computer's spell check. It can miss spelling errors like the ones below.

- "After I graduate *form* high school, I plan to work for a nonprofit organization during the summer."
- "From that day on, Daniel was my best *fried*."

For more ideas and helpful hints visit the CollegeBoard website at <http://www.collegeboard.org/student/apply/essay-skills/9406.html>

Printed from www.collegeboard.org. This article is based on information found in "The College Application Essay", by Sarah Myers McGinty.

WEBSITE ADDRESSES

COLLEGE ENTRANCE EXAMS AND TEST PREP

- www.actstudent.org (ACT Registration)
- www.collegeboard.org (SAT Registration)
- www.kaplan.com
- www.sylvanprep.com

COLLEGE SEARCHES AND PLANNING TOOLS

- <http://student.naviance.com/sachemnorth>
- www.princetonreview.com
- www.nextstepu.com
- www.petersons.com
- www.collegeanswer.com
- www.gocollege.com
- www.nycolleges.org
- www.careersandcolleges.com
- www.collegeview.com
- www.collegeboard.org

COLLEGES AND APPLICATIONS

- www.suny.edu
- www.cuny.edu
- www.commonapp.org
- www.universalcollegeapp.com

SCHOLARSHIPS AND FINANCIAL AID

- www.studentaid.gov (FAFSA)
- www.hesc.ny.gov
- <https://student.collegeboard.org/css-financial-aid-profile>

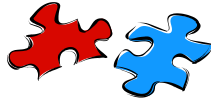
CAREER SEARCHES

- www.nycareerzone.org

ATHLETES

- www.eligibilitycenter.org

Putting the Pieces Together...



Completing Your Application

Your application is the school's first impression of you...so make it good!

You must fill out the application in its entirety and use correct grammar and punctuation.

Keep Deadlines in mind and always remember the earlier the better!

Be sure to include your essay and resume. You want to submit the strongest application possible.

Make sure you give your teachers and guidance counselor plenty of time to write a strong letter of recommendation.

Make sure to save and print a copy of your complete online application for your records.

Each application requires an application fee to process. If you have any problems with the required fee, please see your counselor for possible options. Not paying the fee will delay the process!

Remember...

**You never get a second chance
to make a first impression!**

College/Employment Guidance Counselor Recommendation Questionnaire

This form has been developed so that your counselor can write a letter of recommendation for college/employment. Please be specific as possible when answering questions and attach a copy of your resume of activities and clubs.

Student Name: _____

Counselor Name: _____

1. Please list your top college choices in order of preference and application deadline dates: *(attach an extra sheet if necessary)*

- A. _____ Deadline Date: _____
- B. _____ Deadline Date: _____
- C. _____ Deadline Date: _____
- D. _____ Deadline Date: _____

2. If not college please list what you are planning to do after high school? (Military, Technical School, employment) _____

3. Are you the first in your family to go to college? _____

4. Please list any career interest area(s) in order of preference:

- a. _____ b. _____ c. _____

5. What is your intended major in college? _____

6. What qualities do you feel you can bring to the college/career of your choice?

7. Choose three adjectives that your friends, family members or teachers would use to describe you. 1. _____ 2. _____ 3. _____

8. Have you held any part-time or summer jobs during you high school years? _____

Employer _____ Dates of Employment _____

Duties: _____

Employer _____ Dates of Employment _____

Duties: _____

9. Are there any extraordinary circumstances in your family that your counselor should be informed? _____

10. Would you like the information in question 9 brought out in your letter of recommendation if it were to help you with acceptance, financial aid or scholarships? _____

11. What extracurricular activities have you been involved in since 9th grade? Please list all including dates of involvement, positions held, and events involved in. (Please attach a copy of your student activity list and or student activities resume) include both in school and out of school activities: _____

12. Have you been involved in any community service activities? (I.e. Scouting, religious activities, community projects) Please list duties and position held: _____

13. If there is any other information you would like to share please list it below or attach an additional sheet if necessary. _____

Please return this completed form to your counselor ASAP and attach a resume of your activity and clubs.

Teacher Name: _____ College Deadline Date: _____

TEACHER COLLEGE LETTER OF RECOMMENDATION QUESTIONNAIRE

STUDENTS: COLLEGES ARE LOOKING FOR INFORMATION ABOUT YOU IN A TEACHER LETTER OF RECOMMENDATION THAT DOES NOT APPEAR ON THE TRANSCRIPT, COUNSELOR LETTER OF RECOMMENDATION OR ANYWHERE ELSE IN YOUR APPLICATION. FOR THIS REASON, FILL OUT THE INFORMATION BELOW FOR EACH TEACHER YOU ARE REQUESTING A LETTER FROM. YOUR RESPONSES WILL BE DIFFERENT FOR EACH DIFFERENT CLASS AND TEACHER.

STUDENT NAME: _____

TEACHER NAME: _____

NAME OF COURSE(S) WITH THIS TEACHER: _____

SCHOOL YEAR COMPLETED COURSE(S): _____

GRADE(S) IN COURSE(S): _____

WHAT WAS YOUR FAVORITE OR MOST MEANINGFUL ASSIGNMENT OR PROJECT YOU COMPLETED FOR THIS TEACHER? _____

WHAT PERSONAL CONTRIBUTIONS DID YOU MAKE TO THIS CLASS? HOW DID YOUR PRESENCE MAKE A DIFFERENCE IN THIS CLASS? _____

WHAT WAS YOUR BIGGEST CHALLENGE IN THIS CLASS AND HOW DID YOU ADDRESS IT? _____

WAS THERE ANY OUTSIDE CONTACT WITH THIS TEACHER? (EG. SPORTS, CLUBS, COMMUNITY SERVICE PROJECTS, FINE ARTS PERFORMANCES)

HOW WILL YOUR EXPERIENCE IN THIS CLASS HELP YOU IN COLLEGE?

WHAT ARE 2 OR 3 WORDS THAT "CAPTURE" YOU AS A PERSON OR STUDENT IN THIS CLASS?

ANY OTHER INFORMATION ABOUT YOU: IN THIS CLASS THAT YOU WOULD LIKE THE TEACHER TO HIGHLIGHT IN THEIR LETTER?
