

Counselor Letter of Recommendation Request Packet-Class of 2024

Required for all Common App, Coalition Application, or Scholarship Letters of Recommendation.

A “Brag sheet” provides information to help your counselor write a letter of recommendation for you. These forms give more insight into your personality and interests. Please complete this form and submit it to your counselor when you ask for a letter of recommendation.

⇒⇒ **SUBMIT AT LEAST 3 WEEKS PRIOR TO YOUR FIRST DEADLINE!!!**

The last day to submit any letter of rec request = November 16, 2023.

Complete this form to help your counselor write a letter of recommendation on your behalf. Keep in mind, the more specific the details you can give, the more personal and effective your recommendation will be.

STUDENT INFORMATION:

Full Legal Name _____ Preferred name (if any) _____ ID # _____

Personal/college app email address: _____ Phone # _____

Earliest college deadline: _____ Date submitted to counselor: _____

Instructions:

- READ all directions, PLAN AHEAD for all deadlines, and COMPLETE all required forms.
- CREATE AN ACCOUNT (at www.commonapp.org or other online link) AND “INVITE YOUR COUNSELOR”. It is highly recommended that you “Waive your FERPA rights” so the recommenders can give a candid response. Please refer to the school and counselor information below to link your counselor to your Common App account.
- COMPLETE THE QUESTIONS SECTION of this packet or submit an attached sheet of answers.
- ATTACH A RESUME of Clubs, Extra-curricular Activities, and Awards. Include what grade(s) (9,10,11,12) you participated and any leadership positions you held. Include descriptions and limit the use of acronyms.
(For resume samples refer to the “Activities and Awards” section of your UC or Common App)
- If desired, attach a sample DRAFT of a Personal Insight Question or Common App Essay. (not required)
- SUBMIT the CVHS TRANSCRIPT REQUEST FORM (attached) AND PAYMENT to the school registrar, Ms. Sanosyan.

*****I have read all instructions and am submitting all required documentation 3 weeks before my first college app deadline. I understand my counselor will not upload transcripts or letters of recommendation if the packet is not complete.**

Student Signature _____ Date: _____

Registrar: Verification of Payment

High School Information

Crescenta Valley High School
2900 Community Avenue
La Crescenta, CA 91214

Phone: (818)249-5871 Fax: (818)541-9531
School CEEB Code: 051313
www.gusd.net/cvhs

Senior Class size: 582
GPA info: 4.0 Weighted scale, No Ranking

Counselor Information

A, N-Q	Karen Carlson, kcarlson@gusd.net	x.1235
B, C, D	Karen Bomar, kbomar@gusd.net	x.1248
E, M, U-Y	Iretta Hanson, ihanson@gusd.net	x. 1229
F, G, H, J, Z	Janelle Evans, jevans@gusd.net	x.1239
I, K, L	Janet Hong, janethong@gusd.net	x. 1237
R, S, T	Silvia Yi, skyi@gusd.net	x.1231

Please answer the following questions. (Attach additional pages, if needed).

Thank you for taking the time to share this information with your counselor!

Personal/social information:

1. List three to four adjectives you (or others) would use to describe yourself. Give examples or reasons to justify your choices.

2. What do you like to do for fun? Do you have any hobbies, favorite books, poems, quotes? Why?

3. What events, experiences and/or people in your life have had the greatest influence on making you the person you are today?

Academic information:

4. Describe your academic interests, accomplishments/strengths, and areas of needed growth/weaknesses.

5. Do you believe your academic record is an accurate reflection of your ability and potential? Please explain.

6. What types of colleges/universities or scholarships are you considering applying to? Check all that apply.

<input type="checkbox"/> Community Colleges	<input type="checkbox"/> Out of state public universities
<input type="checkbox"/> California State University campuses	<input type="checkbox"/> Private Universities
<input type="checkbox"/> University of California campuses	<input type="checkbox"/> Other: _____

7. What majors or careers are you considering? Why?

8. Why are you considering certain campuses? What excites you about going to college?

Clubs, Organizations, Extracurricular Activities or Community Service:

Did you remember to attach a resume of Clubs, Activities, and Awards? Include what grades you participated and any leadership positions you held. Include descriptions and limit the use of acronyms.
(You can attach the “Activities and Awards” section of your UC or Common App if you do not have a formal resume.)

9. Considering your resume, what activity, club involvement, leadership role, award, or service event are you most proud of, Why?

Additional information:

10. Do you have any financial need (request for fee waivers) or personal/family circumstances that you would like your counselor to disclose or explain on your behalf? ___ No ___ Yes, explain:

11. Is there anything else you want to make sure your counselor knows prior to writing your letter of recommendation? Are there particular things you want your counselor to highlight or mention?

Glendale Unified School District- **CRESCENTA VALLEY HIGH SCHOOL**
TRANSCRIPT REQUEST FORM—CURRENT STUDENTS ONLY-use for Common App requests

PLEASE COMPLETE ALL INFORMATION BELOW

Date of Request _____

Full Legal Name of Student _____ CVHS Student ID# _____

(Last Name, First name, Middle name)

Birthdate _____ CVHS Expected Graduation Date _____

Student phone number: _____ Email address: _____

Directions for submitting payment and transcript order form for processing:

- 1) Completely fill out this form.
- 2) Submit payment for transcripts directly to the registrar, Ms. Sanosyan, or pay on the CV Webstore and attach your payment receipt.
- 3) Obtain verification of payment and submit your Letter of Rec Request Packet to your counselor.
- 4) Questions about transcripts: Please email Ms. Sanosyan (msanosyan@gusd.net)
(Please include your CVHS Counselor as a "CC" in the email.)

For other online submissions: Indicate Full Name of College/University or Scholarship in spaces 3 or 4 below.

1. INITIAL Transcript Upload for all COMMON APP schools	<input checked="" type="checkbox"/> Official Transcript <i>X Please have counselor submit online to the Common App or the Coalition App portal</i>
2. MID-YEAR Transcript Upload for all COMMON APP schools	<input checked="" type="checkbox"/> Official Transcript <i>X Please have counselor submit online to the Common App or the Coalition App portal</i>
3.	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Please have counselor submit online to _____
4.	<input type="checkbox"/> Official Transcript <input type="checkbox"/> Please have counselor submit online to _____

The transcript will contain the following information: Course titles, grades, credits earned, grade point average, and immunizations currently on file at this school.

- **Processing Fee: \$3 per transcript. Total \$6 for initial and midyear Common App uploads.**
Submit payment directly to Ms. Sanosyan or pre-pay on the CV Webstore:
https://webstores.activenetwork.com/school-software/crescenta_valley_hig/index.php?l=product_detail&p=422#.YTeTsJ1Kg2w

 Student Signature

 Parent/Guardian Signature
 (Required if student is under 18 years of age)