

HOW TO REQUEST A LETTER OF RECOMMENDATION FROM MY TEACHER(S) AND/OR COUNSELOR

Follow the steps below:

1. Complete **REQUEST FOR COLLEGE RECOMMENDATION** cover sheet.
2. Complete the **BRAG PACKET** and attach to cover sheet.
3. Ask your teacher or counselor **IN PERSON**. Tell recommender how letter of recommendation will be submitted (if Common App., recommender will receive an e-mail to upload directly). Tell recommenders you will e-mail them the coversheet and brag packet.
4. Follow up with e-mail and completed 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 application deadline.**

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

YOU are 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. In these cases, you will need to provide stamped envelope addressed to the university. Transcript request forms are available in the counseling office (left wall when you enter)

Your 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 letter of recommendation (if required by the university and requested by following the steps above)
4. The Secondary School Report form for the college-if required



REQUEST FOR COLLEGE RECOMMENDATION
COVER SHEET

Name: _____ ID# _____

Recommendations needed for:

COLLEGE OR SCHOLARSHIP NAME *UC/CSU DO NOT ACCEPT LETTERS OF REC.	APPLICATION DEADLINE

SAN MARCOS HIGH SCHOOL

STUDENT BRAG PACKET

Personal Information

1. Name: _____
2. Student ID: _____
3. Counselor: _____
4. Phone: _____
5. E-mail: _____
6. Parent's/Guardian's Occupation and College Attended : _____

7. Three teachers that know you well: _____

8. List the colleges you are applying for in order of preference and your probable major for each (it is okay to be undeclared/undecided): _____

9. List three occupations you are considering in order of preference and explain what it is about the occupation that interests you and why you might be successful in each field: _____

10. What event or activity (positive or negative) has had the most significant impact on you? How has it shaped you as a person and why? _____

11. Please describe your family in detail. _____

12. Pick three adjectives that you believe best describe you: _____

13. How do you want to be remembered by teachers and staff at our school? _____

14. Discuss any significant decrease in your academic performance (if applicable): _____

15. What hobby or endeavor are you passionate about and why? _____

16. 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? _____

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

18. Discuss one leadership role you have experienced in your life: _____

19. Extracurricular activities: Please describe and indicate the dates of affiliations (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.

20. Awards and honors that you have earned. _____
