

**SANTA MONICA HIGH SCHOOL**  
**College & Career Center**  
**LETTER OF RECOMMENDATION**  
**"BRAG SHEET"**

Class of 2009

**PERSONAL DATA SECTION**

Soc. Sec. #

1. Full Legal Name:    ID#: \_\_\_\_\_ House: \_\_\_\_\_  
*First Middle Last*

*E-mail:* \_\_\_\_\_

2. Home Address:    Telephone #:   
*Number City Zip Code*

3. Parent's /Legal Guardian Names:

4. Anticipated College Major:  Anticipated Career Choice:

Directions: You will need a Letter of Recommendation for your college application, a scholarship program or some other activity. Remember that the person writing your recommendation wants to do a good job for you, so it is very important that you **answer questions thoroughly, and it must be typewritten**. This form must be submitted to the College & Career Center for completing your school reports and college information. In addition, copies of the brag sheet must be given to those writing your letters of recommendation—Teachers and your House Advisor/House Principal.

**Due dates to submit the brag sheet with other required materials to the College Center** is October 1 for Early Action/Decision and November 1 for Regular Decision. See checklist on page 2.

**Submit brag sheet to Teachers and House Advisor/House Principal** by October 1 for Early Action/Decision; November 15 for applications due in December; November 30 for Regular Decision or Rolling Admission.

Who is writing your letter of recommendation from a counselor's perspective?

**ACADEMIC RECORD**

1. Cumulative GPA 9-12:  (unweighted)
2. College Entrance Exams:

SAT Reasoning Test: CR  CW  Math  Date taken:  Date to be taken:

ACT:  ACT with Writing:  Date taken:  Date to be taken:

SAT Subject Tests:	Subject	Score		
	<input style="width: 120px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	Date taken:	<input style="width: 50px; height: 20px;" type="text"/>
	<input style="width: 120px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	Date taken:	<input style="width: 50px; height: 20px;" type="text"/>
	<input style="width: 120px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	Date taken:	<input style="width: 50px; height: 20px;" type="text"/>

3. Complete the College Application Checklist. Please see example given at the bottom of the page.

<b>Private or Out-of-State School</b>	<b>Due Date</b>	<b>School Report</b> • <b>Common App or School Form</b>	<b>Official Transcripts</b>	<b>9x12 Envelope</b> • <b>3 stamps</b> • <b>addressed</b> • <b>name &amp; ID#</b>	<b>Signed School Report</b>

**EXAMPLE:**

<b>Private or Out-of-State School</b>	<b>Due Date</b>	<b>School Report</b> • <b>Common App or School Form</b>	<b>Official Transcripts</b>	<b>9x12 Envelope</b> • <b>3 stamps</b> • <b>addressed</b> • <b>name &amp; ID#</b>	<b>Signed School Report</b>
USC	12/11	School Form	✓	✓	✓
Yale University	1/1	Common App	✓	✓	✓

If applying to UC's or CSU's, complete the table below:

Name of Institutional System:	Campuses Applying to: i.e., UCLA, CSUN	Deadline: Apply Online	Essay Required:
UNIVERSITY OF CALIFORNIA www.universityofcalifornia.edu/apply		11/1 – 11/30	Yes
CALIFORNIA STATE UNIVERSITY www.csumentor.edu		10/1 – 11/30	No

\*Obtain an unofficial transcript from your house advisor to self-report your grades on the UC/CSU application.

4. List any Advanced Placement Exams taken and your scores or exams that you will take:

EXAM	SCORE	SPECIAL RECOGNITION

5. Are you a member of Delians? (Circle) Yes No If so, how many semesters?

6. What awards and/or honors have you received in or out of school? (Academic, team or community recognition)

YEAR	AWARD	DESCRIPTION OF RECOGNITION

7. Please describe the single academic accomplishment (major paper, science experiment, math project artistic project, writing) of which you are most proud and tell why you take special pride in this accomplishment.

8. List 3-5 words you would use to describe yourself. Explain each with several sentences.

9. What special talents do you possess? (Music, sports, theatrical, etc.) Explain.

10. Identify three (3) or more teachers who know you best.

11. Is there anything else we should know to understand you more fully as a person and a learner?

12. Is there anything unusual about your family – cultural background, shared interests and activities, travel, size, crises, language spoken in the home, etc.

13. What are your hobbies/interests? Be specific about what you do outside of school. If you take music lessons, say how long and whether you plan to continue. If you have a collection, say how many and describe your collection. If you enjoy travel, say where you have traveled and your experience.

14. What are your goals? What do you hope to accomplish in college and for the future? Consider careers and broader life goals.

15. List below the activities you have participated in, the number of years, the amount of time, and what you have gained or learned from the activity. Consider Artistic (art, music, drama, dance, photography); Athletics (Position played, leadership responsibilities); Literary (Journalism, literary magazine, poetry); Service (School service, Clubs Membership/Leadership, Tutoring, CSF); Leadership positions (ASB, club activities). Attach additional pages if needed.

**Leadership Codes:**

A= President

D= Treasurer

G= Representative

J= Member

B= Vice President

E= Editor or Asst. Editor

H= Chairperson

C= Secretary

F= Group Leader

I= Captain or Co-Captain

Year Sr., Jr., So., Fr.	Leadership Activity Code	ACTIVITY	Hrs. Per Week # of Years	What Did You Learn From the Experience?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>

16. Which one or two activities were most important to you? Why?

## ACTIVITIES OUTSIDE OF SCHOOL

17. Include paid or unpaid internships, community volunteer service, clubs, hobbies, travel, religious activities. Include number of years involved, amount of time weekly and why this activity is significant to you.  
**BE SPECIFIC!!!**

<b>ACTIVITY</b>	<b>YEARS/AMT OF TIME PER WEEK</b>	<b>SIGNIFICANCE OF THE EXPERIENCE</b>

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18. Please note here any additional information that may be helpful in writing your Letter of Recommendation.

19. Write a paragraph or two about yourself from your counselor's point of view that can be included in a Letter of Recommendation. (You may attach an additional page.)