

Senior Year Binder System

Advisor’s Guide to a Student Organizational Plan for College Admissions & Financial Aid

**This binder system can be used with high school seniors to help them stay organized during the college and financial aid application process.**

**Purpose:** Help students create and maintain a senior year binder in order to get prepared and to stay organized. The binder will contain personal information related to admissions, financial aid, scholarships, and more.

**Materials:** 3-ring binder, 10 Tabs

**Binder Contents:**

1. College list.
2. Usernames and passwords for each college.
3. Verification copies of submitted college applications.
4. Record of college entrance and placement exams.
5. Scholarship list and verification copies.
6. Copy of essays and personal statement.
7. FAFSA/WASFA paper application, FSA ID, and Student Aid Report (SAR).
8. Credit check form.
9. Brag sheet (high school highlights).
10. Letter of recommendation and request forms.

**Facilitation:** Advisors should begin by providing each student the templates for each section of their binders. You may wish to share the templates electronically as well so students may edit them.

**Note:** Feel free to customize any of the templates. **Remind students to keep all of this information secure and private.**

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* Advisor College Application Tracking Form
* Student College Application Tracking Form

# Tab 1

# College Application Tracking Form

Advisor’s Notes

**Instructions:** Students should complete this form by entering in the names of the institutions where they plan to apply. Students should be encouraged to apply to at least three colleges, one from within each of these three categories:

* **Reach** - You might not get in, but it's worth applying because you really want to go. This may be a selective school.
* **Solid** - You're a competitive applicant and will likely be accepted.
* **Safety** - You'll definitely get accepted, and it's a backup in case the others don't work out.

Students can research the institutions online to find the application due dates and possible college contact. If you wish to assist with this task, consider using the [Washington Council for High School-College Relations (WCHSCR)](http://www.washingtoncouncil.org/publications.htm) Higher Education and Counselor Workshop Book. This book is updated annually each September. It contains descriptions of two and four year public and private, non-profit institutions of higher education in Washington State. Find admission fees and deadlines, FAFSA deadlines, admission requirements, contacts and more. The latest edition is available to view and download on WCHSCR’s Publications page: <http://www.washingtoncouncil.org/>

**Key Point:** It is important for the student to find and list a college contact on this tracking form. Students need to feel like there is an adult at the institution who can help them. This individual could be a staff person in a TRiO office, CAMP program, a multicultural outreach and recruitment admissions officer, disability support services contact, or other type of staff member who can serve as an ally and assist them when they have questions.

# Student College Application Tracking Form

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| --- | --- | --- | --- | --- | --- |
|  | **College Name** | **Application Fee** | **Priority Application Due Date** | **Application Submitted** | **Name of College Contact and Contact Information** |
| **1** |  |  |  | **Yes / No** |  |
| **2** |  |  |  | **Yes / No** |  |
| **3** |  |  |  | **Yes / No** |  |
| **4** | Add lines as needed |  |  | **Yes / No** |  |

# College Application Tracking Spreadsheet

This spreadsheet or chart is not an item for the student binder. This chart is intended to be used by an advisor or GU Coordinator to help them track students and their admissions applications.

**Instructions:** Create a chart in Microsoft Word or a spreadsheet in Microsoft Excel. Enter your student names. Use the following as headings: Public 4-Year Colleges, Community Colleges, Technical Schools, Private Colleges & Universities, Military. When a student completes an application, record it in this spreadsheet. Use to follow up with students.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Public 4-Year Colleges** | **Community Colleges** | **Technical Schools** | **Private Colleges & Universities** | **Military** |
| **Student Name** | Eastern Washington University | Wenatchee Valley College |  |  |  |
| Washington State University |
| **Student Name** |  | Wenatchee Valley College | ITT-Technical Institute | George Fox University | Navy |
| **Student Name** | Eastern Washington University | SAMPLE |  |  | Navy |
| University of Washington |
| **Student Name** | Western Washington University | Whatcom Community College | Perry Technical Institute |  |  |
| **Student Name** | Washington State University | Big Bend Community College | Lake WA Institute of Technology |  |  |
| **Student Name** |  | Grays Harbor College | Clover Park Technical College |  | Navy |
| **Student Name** | Washington State University-V | Everett Community College |  |  |  |
| University of Washington |

* Usernames & Passwords Tracking Form

Tab 2

# Usernames and Passwords Tracking Form

Advisor’s Notes

Have students list their usernames and passwords for sites they may be using during the college application and financial aid process. These include the usernames and passwords for the institutions to which they are applying, their FSA ID, the College Board or ACT. Remind students to keep this information secure and private.

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| **Website: Collegeboard.com/** |
| **Username:** |
| **Password:** |
| **Website: Commonapp.org/** |
| **Username:** |
| **Password:** |
| **Website: EWU.edu/** |
| **Username:** |
| **Password:**  SAMPLE |
| **Website: CWU.edu/** |
| **Username:** |
| **Password:** |
| **Website: WSU.edu/** |
| **Username:** |
| **Password**: |
| **Website: Washington.edu/** |
| **Username:** |
| **Password:** |
| **Website: fafsa.ed.gov/** |
| **Username:** |
| **Password:** |
| **Website:** |
| **Username:** |
| **Password**: |

# Student Usernames & Passwords Tracking Form

**Remember: Keep this information secure and private.**

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| --- |
| **Website: Collegeboard.com/** |
| **Username:** |
| **Password:** |
| **Website: Commonapp.org/** |
| **Username:** |
| **Password:** |
| **Website: EWU.edu/** |
| **Username:** |
| **Password:** |
| **Website: CWU.edu/** |
| **Username:** |
| **Password:** |
| **Website: WSU.edu/** |
| **Username:** |
| **Password**: |
| **Website: Washington.edu/** |
| **Username:** |
| **Password:** |
| **Website: fafsa.ed.gov/** |
| **Username:** |
| **Password:** |
| **Website:** |
| **Username:** |
| **Password**: |

* College Support Program Applications
* Paper Copy of College Applications
* 1079 Residency Affidavit Form
* Admissions Application Fee Waiver Forms

Tab 3

# College Support Program Applications

Advisor’s Notes

All enrolled students are automatically eligible to receive general student services. Some institutions also offer additional programs that provide a higher level of support. These typically require students to apply and meet specific eligibility requirements.

Students should research what programs are available at the institutions to which they are applying. Encourage students to apply to a support program if they meet eligibility requirements.

## Examples of Major Support Service Programs

### [TRiO Student Support Services (TRIO SSS)](http://www.washingtontrio.org/)

* **Website:** <http://www.washingtontrio.org/>
* **Description:** The Student Support Services is a federal program that provides opportunities for academic development, assists students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.
* **Services Typically Provided:** Academic advising, college transfer planning & university visits, cultural and social activities, financial aid & scholarship assistance, financial literacy education, mentoring, student mentors, tutoring, and workshops & learning opportunities.
* **Eligibility:** Eligibility includes, but is not limited to the following (Note: an institution may have additional specifications).
* U.S. citizen or permanent resident
* One or more of the following:
  + A first generation college student (neither parent has received a four-year college degree).
  + A student with limited income (according to federal standards).
  + A student with a disability.

### [College Assistant Migrant Program (CAMP)](http://www.wsac.wa.gov/node/301)

* **Website:** <http://www.wsac.wa.gov/college-assistance-migrant-program>
* **Description:** CAMP is a federally funded program designed to assist first-year college students from migrant and seasonal farm worker families, in their pursuit of higher education. CAMP offers pre-college transition and first-year assistance to help students develop the skills necessary to insure continued enrollment and eventual graduation. In addition, the program provides support services to satisfy the educational and personal needs of each participant.
* **Services Typically Provided:** Financial assistance and scholarships, academic assistance, peer mentoring, career planning services, college visits, cultural enrichment opportunities, and more.
* **Eligibility:** Freshman students from migrant and seasonal farm working backgrounds at the following institutions: University of Washington, Washington State University, Central Washington University, Eastern Washington University, Columbia Basin College, Wenatchee Valley College, and Heritage University. (As of 2019).

### Passport for Careers Program

* **Website:** <http://www.readysetgrad.org/college/passport-foster-youth-promise-program>
* **Description:** The Passport to Careers program helps students from foster care prepare for and succeed in college, apprenticeships, or pre-apprenticeship programs. Under the Passport to Careers program, there are two sub-programs:
  + Passport to College
  + Passport to Apprenticeship Opportunities

The Passport to Apprenticeship Opportunities program will assist students participating in registered apprenticeship or pre-apprenticeship programs with covering occupational-specific costs such as tuition for classes, fees, work clothes, rain gear, boots, and occupation-related tools. The Washington Student Achievement Council will work with non-governmental organizations to administer the Passport to Apprenticeship Opportunities program.

**Services Typically Provided:** Through the Passport to College program, students receive a scholarship that assists with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), support services from college staff, and priority consideration for the [Washington College Grant](https://readysetgrad.wa.gov/college/state-need-grant) and [State Work Study](https://readysetgrad.wa.gov/college/state-work-study) programs.

* **Eligibility:** 
  + Have been in Washington state, federal, or tribal foster care after age 15.
  + Enroll at least half-time in an eligible college, apprenticeship, or pre-apprenticeship by their 22nd birthday.
  + Maintain Washington residency.
  + Not pursue a degree in theology.
  + Be working toward earning their first bachelor’s degree, associate degree, or certificate, or pre-apprenticeship or apprenticeship.
* They can also contact the [Passport Designated Support Staff](https://docs.google.com/spreadsheets/d/1z7jkhtdAoWj3KYJiDXIaxKWfhJFQDph5EK-4J-tNkNo/edit?usp=sharing) person at their college to begin receiving help navigating through college.

Passport-eligible students looking for detailed information on preparing, applying, and paying for college, apprenticeship, or pre-apprenticeship programs can find more information in the Passport to Careers Guide.

### [MESA Community College Program](http://depts.washington.edu/mesaweb/mccp/) (MCCP)

* **Website:** <https://www.sbctc.edu/colleges-staff/programs-services/student-services/mesa.aspx>
* **Description:** The MESA Community College Programs are the newest additions to Washington MESA’s educational programs and services. Supported with funding from the Nation Science Foundation (NSF), WA MCCP aims to increase the number of underrepresented (African American, Native American, Latino, and Pacific Islander/Hawaiian) community college students who successfully transfer to four-year institutions and earn STEM (science, technology, engineering, and mathematics) bachelor’s degrees.
* **Services Included:** Activities and support to help increase the number of traditionally underrepresented students receiving a bachelor’s degree in a science, technology, engineering, or mathematics (STEM) discipline, including: academic excellence workshops, orientation course, academic and career advising, student professional development and links to STEM societies, administrative support, and a MESA study center. The program also includes transfer support to University of Washington and Washington State University.
* **Eligibility:** MESA program recruits and retains a cohort of 60 students from the time they enroll in the program to the time they graduate and transfer to a four-year university. The students that MESA serves must have the intent to transfer to a four-year university, come from a traditionally underrepresented group in the STEM fields, be pursuing a STEM major, and be financially and educationally disadvantaged.
* Twelve Washington state community colleges offer MESA Community College Programs and centers, with two partnering universities (University of Washington and Washington State University).
* [Clark College](http://www.clark.edu/academics/programs/dept/mesa/index.php)\*, Vancouver
* [Columbia Basin College](https://www.columbiabasin.edu/index.aspx?page=2334), Pasco
* [Edmonds Community College](http://students.edcc.edu/mesa/default.html)
* [Everett Community College](https://www.everettcc.edu/programs/math-science/mesa-program)\*
* [Green River College](https://www.greenriver.edu/gator-news/articles/green-river-college-expands-program-supporting-stem-students-)\*, Auburn
* [Highline College](https://mesa.highline.edu/), Des Moines
* [Olympic College](https://www.olympic.edu/mathematics-engineering-sciences-health-division/mathematics-engineering-science-achievement-mesa), Bremerton
* [Seattle Central College](https://seattlecentral.edu/campus-life/student-support-and-services/mesa)
* [Spokane Falls Community College](http://sfcc.spokane.edu/What-to-Study/science-technology-engineering-mathematics/MESA)\*
* Tacoma Community College\*
* [Wenatchee Valley College](https://www.wvc.edu/students/support/mesa/index.html)\*
* [Yakima Valley College](https://www.yvcc.edu/services/mesa/)
  + The six newest MESA programs (marked \*) were notified late 2017 and are building their programs.



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# College Applications

Advisor’s Notes

It can be helpful to share a paper copy of a college application with students before they begin completing the form online. Students can see what will be asked, start a rough draft in Microsoft Word. When they are ready, they can then transfer the information to the electronic application and submit online.

Another resource for students is the 12th Year Campaign: Junior/Senior Student Workbook, which can be found at: <https://readysetgrad.wa.gov/educators/grad/students-and-families>. This workbook includes sections like:

* Frequently Asked Questions during Application Completion.
* College Application Checklist, which resembles a blank college application.
* Application Personal Statement and Essay Tips.
* Contact information for Washington institutions.
* Information for undocumented students, youth in care, and more.
* Next steps.

**NOTE**: Encourage students to print a completed copy of their electronic application. If the application is not printer friendly, encourage students to take a screen shot and save for their records.

**Find PrinTable Freshman Applications**

|  |  |
| --- | --- |
| Antioch University | Must Email admissions.aus@antioch.edu for an application |
| Bastyr University | Must contact the Admissions Office at (425) 602-3332 |
| Central Washington University | <http://www.cwu.edu/admissions/sites/cts.cwu.edu.admissions/files/documents/CWU%20admin%20app%20updates%202012-2013%203.pdf> |
| Cornish College of the Arts | Must request paper application from admission@cornish.edu |
| Gonzaga University | Common App |
| Heritage University | Must email studentsfirst@heritage.edu for paper app. |
| Northwest University | Must contact the Admissions Office at cele@northwestu.edu to request |
| Pacific Lutheran University | Common App |
| Seattle Pacific University | Common App |
| Seattle University | Common App |
| St. Martin’s University | Common app but have a tutorial at <https://www.stmartin.edu/admissions-aid/how-to-apply/working-common-application> |
| University of Puget Sound | Common App |
| University of Washington | Must be requested at <https://admit.washington.edu/Contact> |
| University of Washington Bothell | [Must be requested at uwbinfo@uw.edu](mailto:uwbinfo@uw.edu) |
| Walla Walla University | Must email [info@wallawalla.edu](mailto:info@wallawalla.edu) for a paper application |
| Washington State University | <https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf> |
| Washington State University Spokane | <https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf> |
| Washington State University Tri-Cities | <https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf> |
| Washington State University Vancouver | <https://admission.wsu.edu/documents/2016/02/wsu-undergraduate-application.pdf> |
| Western Washington University | <https://admissions.wwu.edu/freshman/freshman-apply> |
| Whitman | Common App |
| Whitworth University | Common App |



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# Washington Higher Education Residency Affidavit

(Also known as HB1079 Affidavit of Residency)

Advisor’s Notes

Undocumented students (students without a Social Security Number) may be eligible to pay resident tuition rates if they meet all of the following criteria:

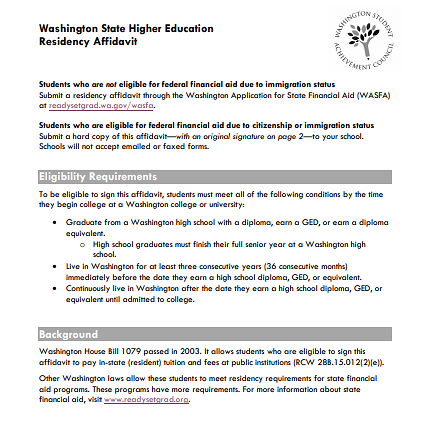
1. Received a diploma from a Washington high school or the equivalent of a diploma in Washington State.
2. Lived in Washington for at least 3 calendar years (not school years) prior to receiving their diploma or its equivalent.
3. Continuously resided in Washington since receiving the high school diploma or its equivalent.

Students who meet all of the above criteria are required to provide a completed Washington Higher Education Residency Affidavit to the Admissions Office verifying they will file an application to become a U.S. Permanent Resident at the earliest opportunity.

These students may wish to keep a copy for their records. After the information is shared with the college, the form is destroyed. The information is kept confidential.

Remind students to keep this information secure and private.

**Download form:** <https://www.wsac.wa.gov/sites/default/files/Residency.Affidavit.pdf>



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# College Application Fee Waivers

Advisor’s Notes

### Fee Waiver Sources

### College Board Fee Waivers

Every income-eligible student who takes the SAT or SAT Subject Tests using a [test fee waiver](https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers) can choose **four** colleges from over [2,000 participating colleges](https://bigfuture.collegeboard.org/get-in/applying-101/college-application-fee-waivers/participating-colleges) and apply for free. These waivers will be delivered online to eligible students.

**Learn more:** <https://collegereadiness.collegeboard.org/about/benefits/college-application-fee-waivers>

### NACAC Fee Waivers

Students who have limited financial resources and meet the requirements below may use the NACAC Request for Application Fee Waiver Form when applying for college. The form helps ensure that access to college is possible for all students. The form is for traditional high school students applying to postsecondary colleges or universities in the fall immediately following high school graduation.

**Learn more:** <http://www.nacacnet.org/studentinfo/feewaiver/Pages/default.aspx>

**Download the**[**NACAC Request for Application Fee Waiver Form**](http://www.nacacnet.org/studentinfo/feewaiver/Documents/ApplicationFeeWaiver.pdf)**.**

### Institution Waivers

Other methods include having students request an application fee waiver directly from the college to which they are applying. Using a fee waiver is a common part of the application process, and most colleges have information about fee waivers on their websites.

**For example, Central Washington University:**

<http://www.cwu.edu/admissions/sites/cts.cwu.edu.admissions/files/documents/Fee%20Waiver%20Form%2011.2015.pdf>



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* Record of College Entrance & Placement Exams

Tab 4

# Test Scores Record Form

Advisor’s Notes

These may include PSAT, ACT, SAT, ACCUPLACER or an institution specific test. Many applications for college admission will request information related to tests that you have taken. Have students use the worksheet below to list the scores for tests they have already taken. Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). You may wish to customize this form and add additional test score charts.

### SAT/ACT Scores

SAT Test Date (month/year), Math Score, Reading/Writing Score, Essay (Optional) Score

ACT Test Date (month/year), Composite Score

# Student Record of Test Scores

Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

### SAT

**Test #1: Test #2:**

**Date Taken: Date Taken:**

**Total Score: Total Score:**

**Reading Score: Reading Score:**

**Math Score: Math Score:**

**Writing and Language Score: Writing and Language Score:**

**SAT Subject Tests: SAT Subject Tests:**

### ACT

**Test #1: Test #2:**

**Date Taken: Date Taken:**

**Total Score: Total Score:**

**English Score: English Score:**

**Mathematics Score: Mathematics Score:**

**Science Score: Science Score:**

**Writing Score: Writing Score:**

**Reading: Reading:**

* Scholarship List & Verification Copies

Tab 5

# Scholarship Tracking Sheet

Advisor’s Notes

Advisors can help students find and apply for scholarships. One of the best places a student can look for scholarships is on thewashboard.org. This website is a free, web-based scholarship matching service for Washington students. It is supported by the Washington Scholarship Coalition, a public/private partnership of foundations, non-profit organizations, and state agencies. This website makes it easy to find and apply for scholarships and it is spam free. Have students create a profile or update and existing one. TheWashBoard.org finds the best potential scholarship based on their self-created student profile. Users can also find scholarships that do not require a Social Security Number or ask about citizenship status.

Additionally, you may provide them with an already compiled listing of scholarships. Washington State GEAR UP maintains a listing that is available to schools for 7th-12th graders. Many of the listings do not have citizenship requirements. Almost all of these listings are annual scholarships. See: <http://gearup.wa.gov/resources/scholarships>.

Or encourage them to check out [The Scholarship Junkies Scholarship Bank](http://bit.ly/sj-bank). Sign up and have them send you scholarships to your email every month.

Other suggestions include: [bigfuture.collegeboard.com](https://bigfuture.collegeboard.org/scholarship-search), [college greenlight](https://www.collegegreenlight.com/), [unigo.com](https://www.unigo.com/), [scholarship 360](https://scholarships360.org/), [fastweb.com](http://www.fastweb.com/), and [scholarships.com](https://www.scholarships.com/).

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Scholarship Name** | **Due** | **Sent** | **Letters of Rec.** | **Transcripts** | **Essay** | **Miscellaneous** |
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# Student Scholarship Tracking Sheet

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|  | **Scholarship Name** | **Due** | **Sent** | **Letters of Rec.** | **Transcripts** | **Essay** | **Miscellaneous** |
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* Essays & Personal Statement

Tab 6

# Essays & Personal Statement

Advisor’s Notes

College applications and often scholarship applications usually contain essay questions. It can be helpful to share a paper copy of a college application or the scholarship application with students before they begin completing the form online. Students can see what will be asked, start a rough draft and then transfer and submit online.

Another resource for students is the 12th Year Campaign: College Application Campaign Student Workbook, which can be found at: <https://readysetgrad.wa.gov/educators/grad/students-and-families>. This workbook includes Application Personal Statement and Essay Tips.

**NOTE**: Encourage students to save and print a copy of their essays for their records. Portions of their essays may be suitable for other college or scholarship applications after editing.



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* FAFSA Paper Application, FSA ID, & Student Aid Report; or
* WASFA Paper Application with Instructions

Tab 7

# FAFSA/WASFA Paper Application, FSA ID, & SAR

Advisor’s Notes

It can be helpful to share a paper copy of the FAFSA or WASFA with students before they begin completing the form online. Students can see what will be asked, start a rough draft and then transfer and submit online.

Additionally, the Application Print Summary is available at the end of the application after the final check has passed successfully. To access the Print Summary, the FAFSA must first be completed. Have students print a copy for their records.

**Remind students to keep this information secure and private.**

### FAFSA

* *FAFSA on the Web* automatically e-mails the “Confirmation Page” to the student if they provide a student e-mail address in his/her application. Applicants should check their spam or junk folders for the confirmation page if a student e-mail address is provided but the e-mail confirmation is not received.
* **NOTE**: Encourage students to save and print a copy of their Confirmation Page for their records. Students should record their FSA ID info on the Username and Password Tracking Form.
* You can find a PDF of the FAFSA at: <https://fafsa.ed.gov/options.htm>
* For example:  [2019–20 FAFSA PDF](https://studentaid.ed.gov/sa/sites/default/files/2019-20-fafsa.pdf).

### Student Aid Report (SAR)

* After students submit the Free Application for Federal Student Aid (FAFSA), they will get a Student Aid Report that summarizes the information they provided on the FAFSA.
* Have students review their Student Aid Report carefully to make sure it’s correct and complete. If they do not have any changes to make to the information listed on the SAR, just have them keep it for their records.
* NOTE: Whether you receive your SAR online or on paper depends on whether you provide an e-mail address on your FAFSA. If you provide a valid e-mail address, you’ll receive an e-mail with instructions on how to access an online copy of your SAR.
* Learn more: <https://studentaid.ed.gov/sa/fafsa/next-steps/student-aid-report>

### WASFA

* Find a PDF of the WASFA with instructions at: <http://readysetgrad.org/wasfa>
* As of May 2019, students are unable to print a completed copy of the WASFA. They also do not receive a Student Aid Report (SAR).

* Credit Check Form

Tab 8

# Credit Check Form

Advisor’s Notes

To help determine what credits a student may need to graduate, use the credit check form linked below. Each school usually has their own form. If you are unsure of what form your school uses, see the counselor.

SAMPLE

* Brag Sheet

Tab 9

# Brag Sheet Form Template

Advisor’s Notes

To help students start preparing for college and scholarship applications, have students complete a Brag Sheet. See the template on the following page. Add lines or sections as needed.

# Brag Sheet

|  |  |
| --- | --- |
| **Name:**  **Grade:** |  |

|  |
| --- |
| **My Ambitions, Plans, & Goals** |
|  |

|  |  |
| --- | --- |
| **Academic & Personal Strengths** | **Academic & Personal Areas for Improvement** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **School & Community Awards Received** | | |
| **Grade** | **Award** | **Description** |
| **9th** |  |  |
| **10th** |  |  |
| **11th** |  |  |
| **12th** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience** | | | |
| **Employer** | **Dates** | **Hrs/Wk** | **Description** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Extracurricular Activities** | | |
| **Grade(s)** | **Activity** | **Description / Role** |
| **9th** |  |  |
| **10th** |  |  |
| **11th** |  |  |
| **12th** |  |  |

|  |  |  |
| --- | --- | --- |
| **Community Service / Organizations** | | |
| **Grade(s)** | **Activity** | **Description/Role** |
| **9th** |  |  |
| **10th** |  |  |
| **11th** |  |  |
| **12th** |  |  |
| **Other Interests** | | |
|  | | |

|  |  |
| --- | --- |
| **Courses / Subjects That I Have Enjoyed:** | |
| **Course / Subject** | **Why I Liked It** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **My Current GPA** |
|  |

|  |  |  |
| --- | --- | --- |
| **Current Schedule Of Courses** | | |
| **Period** | **Course** | **Teacher** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

|  |
| --- |
| **What I Am Looking For In My Ideal College:** |
|  |

|  |  |
| --- | --- |
| **Schools That Measure Up To My Ideal:** | |
| **School** | **Why** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Is Financial Aid A Factor?** |  |

|  |
| --- |
| **A Little Bit About My Home / Family Life:** |
|  |

* Letter of Recommendation & Request Forms

Tab 10

# Letter of Recommendation & Request Forms

Advisor’s Notes

Encourage students to use these Letter of Recommendation templates to help them obtain customized letters that display their achievements. Feel free to customize this template.

# Sample of Student Request Packet to Recommender

August, 10, 2019

Dear Mr. Anderson:

I am writing to ask you for a letter of recommendation as part of my applications to colleges. I believe you are one of the teachers who have great insight regarding my contributions in the classroom. Attached you will find the following documents necessary to assist you in writing my letter of recommendation:

SAMPLE

X Letter of Recommendation Request Sheet

X Brag Sheet

X Schools I am applying to   
[] Teacher Evaluation Form

[] Mid Year Report

[] School Report

[] Final Report

[] Envelope with mailing address

[] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be completed (and/or mailed) by \_December 16, 2016 so I can meet my application deadline. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,

Jane Doe

# Sample Letter of Recommendation Request Sheet

**Name of Student:** Jane Doe

**Telephone:** (555) 488-356**7 Email:** janedoe@gmail.com

**Name and position/title of recommendation writer:** \_Mr. Anderson/ Past English Teacher

**This recommendation will be used for** (student checks one or more):

|  |  |
| --- | --- |
| [X ] College Application | [ ] Job Application |
| [X ] Scholarship Application | [ ] Other |

**This recommendation should be complete online by:** December 16, 2019 \_\_\_\_\_\_

**Please do the following with completed recommendation** (student checks one):

* Give it to the student (in sealed envelope)
* Mail it to the address indicated by student, using the stamped, addressed envelope (attached)
* X Other\_\_janedoe@gmail.com

SAMPLE

**In this recommendation, please highlight or emphasize these things about me:**

My academic achievements, extra activities, and number of credits. My work experience and the classes I have enjoyed. How I managed to take challenging classes and still have a good GPA.

**I am most proud of these things:**

I am proud of my good GPA and the hard classes I have passed. I am proud of myself for always being unique and doing what I want to do.

**These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:**

I am a determined person, when it comes to the goals and dreams I want to achieve.

**Reference: Schools I am applying to**

|  |  |
| --- | --- |
| **Schools** | **Deadlines** |
| Wenatchee Valley College | January, 2020 |
| Eastern Washington University | January, 2020 |
| Central Washington University | January, 2020 |

# Sample Your Letter of Recommendation Is Complete Form

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_Jane Doe\_\_\_\_\_\_\_\_\_\_\_\_\_:

I completed your recommendations for \_\_\_\_\_College Application\_\_\_\_ did the following:

[] Give it to the student (in sealed envelope).

[] Mail it to the address indicated by student, using the stamped, addressed envelope (attached).

SAMPLE

X Other: Submitted via link provided.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,

Mr. Anderson

# Student Request Letter Template

Date

Dear:

I am writing to ask you for a letter of recommendation as part of my applications to colleges. I believe you are one of the teachers who have great insight regarding my contributions in the classroom. Attached you will find the following documents necessary to assist you in writing my letter of recommendation:

[] Letter of Recommendation Request Sheet

[] Brag Sheet

[] Schools I am applying to   
[] Teacher Evaluation Form

[] Mid-Year Report

[] School Report

[] Final Report

[] Envelope with mailing address

[] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be completed (and/or mailed) by DATE so I can meet my application deadline. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,

Name

# Letter of Recommendation Request Form

**Name of Student:**

**Telephone: Email:**

**Name and position/title of recommendation writer:**

**This recommendation will be used for** (student checks one or more):

|  |  |
| --- | --- |
| [ ] College Application | [ ] Job Application |
| [ ] Scholarship Application | [ ] Other |

**This recommendation should be complete online by:**

**Please do the following with completed recommendation** (student checks one):

[ ] Give it to the student (in sealed envelope)

[ ] Mail it to the address indicated by student, using the stamped, addressed envelope (attached)

[ ] Other:

**In this recommendation, please highlight or emphasize these things about me:**

**I am most proud of these things:**

**These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:**

**Reference: I am applying to the following schools:**

|  |  |
| --- | --- |
| **Schools** | **Deadlines** |
|  |  |
|  |  |
|  |  |

# Recommender Follow Up Letter Template

Your letter of recommendation is complete…

Dear:

I completed your recommendations for \_\_\_\_\_ did the following:

[ ] Give it to the student (in sealed envelope).

[ ] Mail it to the address indicated by student, using the stamped, addressed envelope (attached).

[ ] Other: Submitted via link provided.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,