



Interlake High School
Letter of Recommendation Packet
For private universities, colleges and scholarships



If you are applying to a private college or private university, certain areas of your application will have to be completed by your counselor. The school section of your application is usually called the Secondary School Report and Mid-year Report. Your counselor needs a minimum of **three weeks** to review your academic record, collect teacher evaluation forms, and write a thoughtful letter of recommendation to complete all sections of the school report of the application. The following process is designed to assure that the private universities/colleges receive all required information in a timely manner. All school reports and letters of recommendation will be processed through the **NAVIANCE** website. Please read the following information and instructions carefully.

Please complete the following check list:

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List College(s), Deadline(s) and Order Transcripts (required)

Please add the schools you are applying to into the **NAVIANCE** college list at least 3 weeks prior to the first deadline. Be sure to choose your deadline date: early decision, early action or regular admission. Request all transcripts through **NAVIANCE** as well. Be sure to pay your transcript fee online on Interlake's home page or with the accountant. If your counselor cannot see a deadline, we will not be able to submit in a timely manner. If you add colleges later, please update your list in **NAVIANCE**.

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Teacher Feedback Form for counselor (required)

Please select three (3) teachers who know you well and can provide useful information to your counselor. Three copies of the Teacher Feedback form are included in this packet. Ask your teachers to complete the form in 5-7 days and return the form directly to your counselor. This information will allow your counselor to write a comprehensive letter of recommendation.

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Waive Your Rights (required)

Colleges prefer that students waive his or her rights to access letters of recommendation. In order to provide the most authentic and valuable letter of recommendation to admissions offices, the IHS counselors require that students waive their right to see letters of recommendation from counselors and teachers.

Fill out the attached waiver form and return to your counselor at least three weeks prior to your first deadline. You must also sign the FERPA waiver electronically in Common App (if you are using it). If you have questions or concerns about waiving your rights, please consult your counselor.

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Student Background Information (required)

In order to write an engaging and honest letter, please answer all questions as thoroughly as you can. Include details, examples, and descriptions as much as possible. Please submit your answers to your counselor only, not teachers. Do not give your teachers the same information, or you will have similar letters from everyone. Please submit this information by email to your counselor at least three weeks prior to your first deadline.

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Resume (required)

Please submit your resume along with your questionnaire via email to your counselor. A sample resume is included for your reference.

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Parent Background Information (optional) We always value parent feedback.



Important information For College Applications Class of 2017



Interlake High School address:
16245 NE 24th Street
Bellevue, WA 98008

Counseling Center phone number:
425-456-7231
Counseling Center fax number:
425-456-7303

CEEB Code: **480069**
Graduating Class Size: 423

Grading Scale: 4.0
Graduation Date: June 21, 2017 **
Tentative date

Some friendly reminders

- 1) Log into **Naviance ASAP** and follow the required steps:
Naviance: <http://connection.naviance.com/interlakehs>
- 2) You need to send your SAT/ACT scores directly to the colleges you are applying to via www.collegeboard.com or www.actstudent.org
- 3) UW- Seattle does not require transcripts in the applications.
- 4) Good Luck and please remember to ask us as many questions as you can! We have helped thousands of students with their applications and may have the answer you need.

College Corps- an important resource!

Did you know amazing College Corps volunteers can help you with your Scholarship Applications? College Corps can help you with information about college, completing college applications, writing application and scholarship essays, finding financial aid and all aspects of the college application process. You can make an appointment by emailing Ms. Scott at scottar@bsd405.org.

Required NAVIANCE College Application Steps

Log onto Naviance: <http://connection.naviance.com/interlakehs>



Resources

Become familiar with the resources on the home page (tasks, document library and links)

Game Plan

- If you haven't already completed the Game Plan, go to the "About Me" tab
- Under "Interesting Things About Me", click on the "Game Plan"
- Please complete the survey

Colleges I'm Thinking About

To begin your list of potential colleges:

- Go to College tab at the top of your home page
- Click on "Colleges I'm Thinking About"
- Search for colleges (use "more specific search options" to conduct an advanced search, based on your preferred criteria)
- Add potential colleges to your list by clicking on "add to list"

Colleges I'm Applying To

Once you have decided to submit an application for a particular college, move that college to the "colleges I'm applying to" list by clicking on "Move to Application List"

• *Transcripts for ALL (public and private) colleges*

NOTE: *be sure to submit your request three weeks before your application deadline*

- a) For ALL (public and private) colleges on your application list, request official transcripts by clicking on "request transcripts" button above your college list. Follow the links to request an official transcript for each college.
- b) For ALL (public and private) colleges on your application list, request official transcripts by clicking on "request transcripts" button above your college list. Follow the links to request an official transcript for each college. **Also: At least three weeks prior to the deadline, complete the Transcript Request Form available in the Counseling Center.** Per BSD policy, each senior will pay a \$10 flat fee for transcripts. This fee will cover initial transcripts, mid-Year reports and final transcripts. The fee is payable to Interlake High School through the school accountant or online at the [Pay Fees & Fines](#) link on the Interlake website. Please bring the receipt for the transcript order to the Counseling Secretary to complete the Transcript Request Form. Once requested and paid for, your transcripts will be electronically submitted on your behalf through **NAVIANCE**.

• *Letters of Recommendation for private colleges (request at least three weeks prior to deadline)*

- a) Talk to your counselor and teachers in person and ask for letters of recommendation.
- b) For the counselor letter, complete and email background materials to your counselor at least three weeks prior to your first deadline. Turn in your paper waiver to your counselor, revoking your rights to view the letter and supporting documents.
- c) Follow similar procedures for your teachers. Each teacher has an individual policy- be sure to connect with them face to face in September.

- d) In Naviance, on the “Colleges I’m applying to” page, request teacher recommendations by clicking on the letters of recommendation link. Select teachers from the drop down menu and click “update requests”. Please share any information you want your teachers to know about you in the text box.

- ***For students applying to private colleges via Common App***

- a) Go to commonapp.org and set up your account and complete through the Education” section.
- b) Write down your Common App username and password
- c) Return to Naviance and Sign the Common App Waiver and FERPA form and enter your Common App username and password
- d) Go back to Common App and apply online to your colleges

Follow these instructions to learn how to sync your Common App and Naviance account. Steps to link common app and Naviance are as follows:

1. Complete the education section of the common app first. It has to have a green check to confirm.
2. Add at least one college to "My colleges".
3. After adding a college, under the "my colleges" tab, select a school. Click on “add recommenders”.
4. The FERPA agreement pops up at the top of the page. Complete the FERPA and check the boxes to WAIVE your rights. Type your name in the box provided. This will reflect that the FERPA agreement has been signed electronically.
5. Check and see if the email addresses are the same for common app and Naviance. You must check TWO places in Naviance - email and username, both found under the "About Me" tab.
6. When all 5 of the above tasks are completed, go to "Colleges I am applying to" and enter your email address.

- ***For students applying to most public colleges and private colleges not on the Common App***

- a) Go to the college website and click on undergrad admissions
- b) Review application requirements and open an online account
- c) Apply online

- ***After you have submitted your college applications***

- a) In the “my app” column of the “Colleges I’m applying to” screen, update the status of your application.
- b) Once colleges send you their decisions, click the pencil under “results” to update your status.

Important Notes:

- SAT/ACT scores must be sent directly from the testing agencies to the colleges. For SAT, students should contact College Board (www.collegeboard.com). For ACT, students should contact ACT (www.act.org) There is a fee to order score reports.
- The University of Washington and the University of California schools do not require and will not accept transcripts; instead you will be asked to transcribe your classes and grades directly onto your application. You will need to send your tests scores to these schools.
- For the rare schools that require paper applications, please see the Counseling Secretary at least three weeks before you need any school forms mailed.

Reminder:

- Know your due dates! Don’t procrastinate as colleges don’t accept late applications.
- Plan to finish your applications early and then celebrate!



Remember these essential details

Transcripts FYI

Most public universities in Washington State will require an official high school transcript in the application process. The **exceptions** are the **University of Washington and Western Washington University**. UW does not need a transcript until you have been accepted and WWU allows an **unofficial transcript** to be uploaded by the student. **University of California schools need a transcript only once you have been admitted**. All colleges and universities that participate in the online Common Application will require an official high school transcript. Most other 4-year universities require transcripts as well. Community colleges do not require transcripts. If unsure, ask your counselor. **All transcripts will be sent electronically through NAVIANCE and must be requested through NAVIANCE.**

Commonapp.org and NAVIANCE

In order for your counselor and teachers to complete your letter of recommendation for schools using the Common App you must link your common app and NAVIANCE accounts. Be sure to use the same email for both accounts. They will not link if you use different email addresses. You must complete the education tab, add at least one college, sign the FERPA release authorization and complete the account matching process.

School Report & Mid-Year Report

Both the School Report and the Mid-Year Report will be completed by your counselor in NAVIANCE.

Final Report

Final transcripts will be sent in July through NAVIANCE.

Test scores

It is your responsibility to send official SAT, SAT II (subject tests), and ACT score reports to each university/college. Interlake does not send scores. NAVIANCE does not send scores. Pay attention to what each school requires. Most will require either the SAT or ACT. Subject tests may or may not be required. www.collegeboard.org and www.act.org

Specific College/University Online Applications Some schools do not participate in the online Common Application, and instead have their own online application process. Pay close attention to their directions and if they require a Mid-Year Report and letter of recommendation from your counselor be sure to add the schools to your **NAVIANCE** account.



Teacher Feedback Form for Counseling Center

(Please give these three copies (all attached) to teachers and ask them to return the completed forms to your Counselor at least three weeks before your first deadline.)

STUDENT SECTION:

Teacher name: _____ Subject taught: _____

Student Name: _____ Student's Counselor: _____

College(s) applying to:

Earliest Deadline: _____

Dear Teacher,

Thank you for taking the 10 or 15 minutes to evaluate me. My counselor is gathering information that will help her/him write my letter of recommendation. Since she/he does not have daily contact with me, your evaluation and comments are important. You provide valuable insight about my academic and personal development and potential. Please return this form to my counselor before _____. Thank you.

TEACHER SECTION:

	Below Average	Average	Above Average	Excellent Top 10%	Outstanding Top 5%	Top Few Top 1%
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A. GENERAL CATEGORIES:

1. Academic Achievement						
2. Classroom participation						
3. Leadership						
4. Growth potential						
5. Personal qualities and character						
6. Respect accorded by Faculty						

B. We would very much appreciate specific comments! (Please feel free to use the back as well):

1. Student's **PERSONAL** qualifications:

2. Student's **ACADEMIC** qualifications:

3. Additional information, comments, observations:



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1. Student's **PERSONAL** qualifications:

2. Student's **ACADEMIC** qualifications:

3. Additional information, comments, observations:

Waiver for sending school forms and letters of recommendation



Bellevue School District FERPA Waiver for College Applications

Under the Family Educational Rights and Privacy Act (FERPA), you (your child) have/has the right to inspect and review your (child's) education records, including confidential letters and statements of recommendation regarding your (child's) post-secondary education applications. You may, however, waive this right of access to these confidential letters and/or statements of recommendation.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your (child's) recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, BSD faculty recommenders may decline your request to write a recommendation letter or send a secondary school report. Should you decide to waive your right to access your (child's) confidential letters and/or statements of recommendation, you may revoke this waiver with respect to any actions occurring after the revocation. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

Initial:_____ I have fully read and understood the FERPA Release Authorization explanation above.

I authorize every school that I (my child) have/has attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my (my child's) current and former schools should they have questions about the information submitted on my behalf.

Please select one:

_____ I waive my right to review all recommendations and supporting documents submitted by me (my child) or on my (child's) behalf.

_____ I DO NOT waive my (child's) right to review all recommendations and supporting documents submitted by me (my child's) or on my (child's) behalf.

Initial:

_____ I understand that my (child's) waiver or no waiver selection above pertains to all colleges to which I (my child) apply/applies.

Name: _____ High School: _____

Signature: _____ Date: _____

If you are 18 or older, you do not need to obtain a parent signature.

Parent Name: _____ Date: _____

Parent Signature: _____ Date: _____

Student Name: _____ ID#: _____

E-Mail: _____ Telephone: _____



STUDENT BACKGROUND INFORMATION FOR THE COUNSELOR

Please type your answers into a word document and **email it to your counselor** (see the last page of the packet for counselor email addresses). Background information is due to the counselor **three weeks prior** to your application deadline or December 1st, whichever is earliest.

- As the heading on the word document that you are emailing with answers to the questions below, write your name, student ID number, date of birth, email address and cell phone.
- What is your earliest private college deadline and the name of the college?
- Who will be writing your letters of recommendation?
- List the three teachers who will be filling out the “teacher feedback forms” for your counselor.
- Are you the first generation in your family to go to college? First generation in the US?
- Email a resume (or profile of achievements over the last three years) to your counselor- include community service and work experience.
- Describe your educational goals and your intended area of study. Why does this field appeal to you and why does it fit with your long term goals?
- Describe a major project or artistic project you really enjoyed doing and are pleased with. Describe how this demonstrates your intellectual curiosity.
- What is something (non-academic or not related to future career goals) that you are passionate about? Or, how have you demonstrated leadership and/or given back to your community? Examples please...
- Tell us of two (or more) experiences or challenges faced and overcome during high school that illustrate who you are and speak to your strengths, your skills and/or your passion/interests (give specific examples to back up your statements). What did you learn from these experiences?
- What are the three (distinguishable/unique) qualities that you are most proud of? (These do NOT need to be academic qualities). Think of one that describes a part of you that many people may not know.
- Please share any additional information (family/cultural background, interests, travel, languages, etc.). that might be helpful for your counselor to highlight or know about you.

****Sample Resume***

Name
Address
Phone #
Email

Career Goal:

High School G.P.A.:

ACT:

Education/Classes:

SAT:

(Highlight rigorous, unique classes taken)

Honors and Awards

- AP Scholar, (11)
- Interlake Saints Award for 100+ community service hours (11)
- Washington All State Choir, (10, 11)

High School Activities

- Interlake High Yearbook Staff (10, 11, 12)
-*Editor in Chief* (12)
- Interlake High Swim Team (10, 11, 12)
-*Varsity Team Captain* (12)
- IHS Choir (9, 10, 11, 12)
- Spanish Club (9, 10, 11)

Community Activities

- Meals on Wheels Volunteer (Summers, 2012-Present)
- Deliver 3-5 meals to senior citizens every Saturday throughout the year.
- Church Youth Group (9, 10, 11, 12)
- Coordinated over 100 youth members for a 2-week mission trip.

Work Experience

- Bellevue YMCA Summer Gymnastics Camp Instructor (2014-Present)
- 20 hours per week during the school year and 45 hours per week in the summer.
- Bellevue Library (2014-2015)
- Approximately 10 hours per week during the school year.

Interests

- Soccer – Crossfire Premier Team (6 years)
- Dancing – Ballet, tap, jazz (10 years)



Parent Background Information for Counselor Letter of Recommendation

THIS LETTER IS DUE TO YOUR STUDENT'S COUNSELOR at least three **WEEKS BEFORE THE COLLEGE APPLICATION DEADLINE (or December 1st, whichever is earliest)**. Information you submit will be used in the counselor letter of recommendation. Please email your background information as a MSWord attachment to your student's counselor (email addresses are at the bottom of the page).

Dear Parents/Guardians:

Please share your thoughts and feelings about your son or daughter by answering the following questions. The more the counselor can learn about your student, the better he/she will be able to craft a letter that draws attention to the strengths and unique qualities of your son or daughter. College admission counselors love stories, so be funny, serious, honest, and proud!

1. Describe one or two major events **during the high school years** that you see as turning points in your son or daughter's development and explain why you view them as such. Consider a specific experience in high school that truly changed or helped shape your student's character.
2. Describe some other highlights of your student's **high school** experience (academic, personal and/or social).
3. Describe some things we should know about your son/daughter.
4. Is there anything else you wish to add which would help the counselor in writing the recommendation letter (such as educational background, special family situation, medical history, family trauma, personal achievements, etc.)?

Thank you for your help! Please email your answers to your student's counselor. Alpha listing and email addresses are:

Counseling Contact information:

Ms. Williams (*Last names A – C*)
Ms. McDermott (*Last names D-J*)
Ms. Vergien (*Last names K-M*)
Ms. Kearns (*Last names N-Sn*)
Mr. Marcum (*Last names So – Z*)

williamsa@bsd405.org
mcdermottc@bsd405.org
vergienm@bsd405.org
kearnsc@bsd405.org
marcums@bsd405.org