

West Seattle High School
Counselor Letter of Recommendation Packet
(For colleges that require LORs Only)

Your counselor needs time to review your academic record, collect teacher evaluation forms, and write a thoughtful letter of recommendation (LOR). Please read the following information and instructions carefully. Return this packet by the following due date to be assured of a LOR.

College Deadline	Packet Due Date
October 15 th	September 24 th
November 1 st	October 10 th
November 15 th	October 24 th

College Deadline	Packet Due Date
Nov 30 th /Dec 1 st	November 9 th
December 15 th	November 24 th
January 1 st or later	November 28 th

You will need to save a **copy** of this file and send it to your counselor.

Please complete the following check list:

- ✓ College Application and Deadline List: Complete this form in addition to adding colleges on Naviance. If you add colleges later, please update your list with your counselor.
- ✓ Create professional email: You will need to regularly check the email you use for your applications. If you don't already have a professional email, go ahead and make one (it's time). You can have it forward to whatever email you ACTUALLY check, [here's directions for gmail](#).
- ✓ Teacher Feedback Form: **Make copies** of the form and **ask up to 2-4** (9th - 11th grade preferred) teachers to complete them in 5-7 days. The teachers will complete and return the form directly to your counselor. This information helps us write a comprehensive letter of recommendation.
- ✓ Counselor Questionnaire: To enable us to write an engaging and honest letter, we ask that you answer **all** questions as completely 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 info, or you will have similar letters from everyone.
- ✓ Order Transcripts via Naviance & Common App: All official transcripts that are uploaded through Naviance are free. In Naviance, click the "Colleges" tab. Add the college to your list of "colleges I am applying to". Click the "request transcript" link above the college list. Please allow at least one week prior to the deadline. If you are applying to a college that is not listed on Naviance, or Common App you need a **paper transcript**, please see the Counseling Secretary. **Reminder: West Seattle High School does not mail transcripts directly to colleges.**
- ✓ Resume: Please submit your resume. A sample resume is attached for your reference.
- ✓ Family Brag sheet (Optional but **Recommended**): We welcome input from your parents!

College Application and Deadline List

Please give to your counselor 3 weeks before the 1st deadline!

University or College Name	App Deadline	Is this an Early deadline (EA or ED*)	Counselor Letter of Rec needed?	Which teachers are writing a rec letter?
<i>SAMPLE: College of...</i>	<i>Feb 15</i>	<i>no</i>	<i>Yes</i>	<i>Ms. Awesome</i>

* **Early Decision** – A student may apply to **only one Early Decision** school and an agreement form must be **signed by student, parent,** and counselor.

Need help figuring this out? In your Common App account and go to “My Colleges, ”and click on “application requirements,” next scroll all the way to the right and use this list to help see if you need a counselor letter. If you do, there will be a checkmark in the “CR” column

Recommendations ?				
TE ↑	OE	MR	CR	Saves forms
1	0	✓		

TE: number of Teacher Evaluations required

OE: number of Other Evaluations required

MR: Mid Year Report required

CR: Counselor Recommendation. For those counselors

Teacher Feedback Form for Counseling Center

Student Name: _____ Teacher Name: _____

Student's Counselor: _____ Course: _____

Students: Please give this form to **2-4** teachers who are **NOT** writing a letter of recommendation for you.

Dear Teacher,

Thank you for taking the time to share some information about me with my counselor so that they can write my letter of recommendation and complete the school report rating scale. Your input will be added to the other documents I am providing to my counselor so that they can write a unique, multi-dimensional letter that provides the colleges with more than my grades and test scores.

Teacher Section

In which of these categories, *and how*, **did this student stand out** in class? Counselors need this information to complete Common App Forms.

Categories	No Basis	Below Average	Average	Good	Very Good	Excellent	Outstanding
Academic Achievement							
Extracurricular Accomplishments							
Personal Qualities and character							
Overall rating							

Tell us what is great about this student:

WSHS Counselor Questionnaire

NAME: _____

To help your counselors write an engaging and honest letter, please answer all questions (**in a Word doc**) as completely as you can.

The **MORE** you write the better your letter, if your answers are brief we will reach out for more completed packet. Include details, examples, and descriptions as much as possible. **This questionnaire is for your counselor only; if everyone has the same information, your letters could be too similar.**

1. Demographic information
2. Which teachers are you asking for a letter of recommendation?
3. What are 3 adjectives that describe you?
4. What is the topic of your personal statement?
5. What course(s) in high school have you enjoyed the most? Give specific examples of why. What about the class did you like? Ex: AP Physics was my favorite class b/c of the hands-on learning. A specific lesson we learned that caught my interest was...
6. Think about your essay and application, what haven't you highlighted that you would like shared in your letter? For example, if your essay is about your participation in band, what else should we highlight in your letter that hasn't got much attention.
7. Describe a non-academic accomplishment(s) and explain why you are proud of this accomplishment. Detail your participation, what compelled you to remain committed to the project, what you learned, and the personal reward attributed to the accomplishment. This can be a hobby, sport, volunteer work, job experience, an isolated activity, etc.
8. What are your **strengths**? Give examples that illustrate these strengths.
9. Is there anything else you would like me to consider as I write your letter?
10. In bulleted form, describe awards, honors or scholarships you have received during your high school years. List the reason for the award and the year you received the honor.
For example:
 1. Seymour Kaplan Humanitarian Award, Showed care for fellow students, 2023
 2. Voted by teammates as captain of baseball team, selected for leadership among teammates, 2023

Sample Resume
Keep your resume to one page

KELLY J. MORGAN

1234 NE Your Street Road
Seattle, WA 98116

(206) 123-4567
jsmith925@gmail.com

Objective To attend a four-year college and obtain a business degree.

The Objective is a brief statement which expresses a goal for employment or college. It tells the reader what you want to do. Begin your objective with "To..."

**Education/
Training** **WEST SEATTLE HIGH SCHOOL** – Seattle, Wa 2022-present
RUNNING START student at South College – Seattle, WA 2024-present
GPA: 3.6; SAT 1050; ACT 24

- AP Courses Completed and currently enrolled in: English, Physics
- Culinary Arts
- Red Cross CPR Certification
- Lifeguard

List any special schooling, training or certificates here.

**HONORS/
AWARDS** National Honor Society 2024-2025

EXTRACURRICULAR Team Read 2022-present

ACTIVITIES JV Basketball 2022-2023
Intersectional Feminist Club 2022-2025
Leadership 2023-2024
Concert Orchestra 2022-present
Varsity Track & Field – 100 meters, Javelin & Pole Vault 2024 -present
Link Crew 2024-2025

**COMMUNITY
SERVICE** Habitat for Humanity 2023-2025
Food Lifeline 2025-present

EMPLOYMENT Babysitter for families in the neighborhood ages range 2-13 2024-present
Lifeguard/Swim Instructor – YMCA – Seattle , WA 2023-2024
MOD Pizza 2024-2025
Sales/Customer Service – Escape Outdoors – Seattle, WA 2025-present

Parent Input Letter – *Optional, but Recommended*

FAMILY “BRAG” SHEET

*We know that parents/guardians have their own unique history and perspective on students. If you have something you would like to share about your student, please take a few minutes to answer the following questions about your son/daughter. We appreciate your input as your student’s last year of high school gets underway! (*Please note that this sheet is both optional and informal – we do not want anyone to be concerned with spelling or grammar. This is another avenue for us to understand your student.)*

1. Most often, we see your child as a student within the school environment; please share something significant about your son or daughter that we would likely not see in school.
2. What would you describe as your child’s strengths? How do these strengths show up in your household/day-to-day life?
3. As we write our letters, is there anything you would like us to know or consider about your child?

Additional Information for College Applications West Seattle High School Class of 2026

CEEB Code: 481165

West Seattle High School Address: 3000 California Ave SW, Seattle, WA 98116

School phone number 206-252-8800

School fax number: 206-252-8801

Counseling Contact information:

Counselor

- Ms. Nguyen
- Ms. Hedeem
- Ms. Neuman
- Ms. Nutters

Counselor Emails

etnguyen@seattleschools.org
krhedeem@seattleschools.org
mlneuman@seattleschools.org
canutters@seattleschools.org

Graduating Class Size: 368

Grading Scale: 4.0 *We report **un-weighted GPA** only
We do **not** report Rank

Class credit value: Each semester class = .5 credit

Graduation Date: TBD – use the last day of school (June 17, 2026)

Other

- You must send your SAT/ACT scores directly to the colleges you are applying to from either www.collegeboard.org or www.actstudent.org
- UW- Seattle & UC schools **do not** require transcripts in the applications. Other colleges do require transcripts sent via Naviance.
- Transcripts:
 - a. Common App: Request through common app
 - b. All other schools: Request through Naviance
- Good Luck and please remember to come to us with any questions! We have helped thousands of students with their applications and may have the answer you need!