

**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 <sup>th</sup>	September 19 <sup>th</sup>
November 1 <sup>st</sup>	October 3 <sup>rd</sup>
November 15 <sup>th</sup>	October 14 <sup>th</sup>

College Deadline	Packet Due Date
Nov 30 <sup>th</sup> /Dec 1 <sup>st</sup>	November 4 <sup>th</sup>
December 15 <sup>th</sup>	November 11 <sup>th</sup>
January 1 <sup>st</sup> or later	November 23 <sup>rd</sup>

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 continue to 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** (9-1<sup>th</sup> gd. 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 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 ED** school and an agreement form must be **signed by student, parent, and counselor**.

## 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.

Characteristics	No Basis	Below Average	Average	Good	Very Good	Excellent	Outstanding
Academic Achievement							
Academic/Intellectual Growth							
Energy/Initiative							
Leadership							
Personal Qualities and character							
Concern for others							

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 describe you?
4. What is the topic of your personal statement?
5. If you have a 504 plan, an IEP, and/or have been diagnosed with a specific learning disability academically successful. do you want me to share this information. Also, please explain what accommodations have worked for you in becoming
6. 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...
7. 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.
8. 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.
9. What are your **strengths**? Give examples that illustrate these strengths.
10. Is there anything else you would like me to consider as I write your letter
11. 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, 2018
  2. Voted by teammates as captain of baseball team, selected for leadership among teammates, 2019

Sample Resume  
*Keep your resume to one page*

**KELLY J. MORGAN**

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Seattle, WA 98116

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**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                      2019-present  
**RUNNING START** student at South College – Seattle, WA                      2021-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                      2019-2022

**EXTRACURRICULAR** Team Read                      2019-present

**ACTIVITIES**                      JV Basketball                      2018-2019  
Intersectional Feminist Club                      2018-2020  
Leadership                      2019-2021  
Concert Orchestra                      2019-present  
Varsity Track & Field – 100 meters, Javelin & Pole Vault                      2021-present  
Link Crew                      2022-2023

**COMMUNITY  
SERVICE**                      Habitat for Humanity                      2019-2021  
Food Lifeline                      2019-present

**EMPLOYMENT**                      Babysitter for families in the neighborhood ages range 2-13                      2017-present  
Lifeguard/Swim Instructor – YMCA – Seattle , WA                      2021-2022  
MOD Pizza                      2021-2022  
Sales/Customer Service – Escape Outdoors – Seattle, WA                      2021-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 2023

**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 Alpha	Counselor	Counselor Emails
• (A-Fa)	Ms. Nguyen	<a href="mailto:etnguyen@seattleschools.org">etnguyen@seattleschools.org</a>
• (Fe-Mar)	Ms. Hedeem	<a href="mailto:krhedeem@seattleschools.org">krhedeem@seattleschools.org</a>
• (Mas-Po)	Ms. Neuman	<a href="mailto:mlneuman@seattleschools.org">mlneuman@seattleschools.org</a>
• (Pr-Z)	Ms. Nutters	<a href="mailto:canutters@seattleschools.org">canutters@seattleschools.org</a>

**Graduating Class Size:** 317

**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 26, 2023)

### Other

- You must send your SAT/ACT scores directly to the colleges you are applying to from either [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://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!