Newport 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.

<table>
<thead>
<tr>
<th>College Deadline</th>
<th>Packet Due Date</th>
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<tbody>
<tr>
<td>October 15th</td>
<td>September 21st</td>
</tr>
<tr>
<td>November 1st</td>
<td>October 5th</td>
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<tr>
<td>November 15th</td>
<td>October 19th</td>
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<table>
<thead>
<tr>
<th>College Deadline</th>
<th>Packet Due Date</th>
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</thead>
<tbody>
<tr>
<td>Nov 30th /Dec 1st</td>
<td>November 1st</td>
</tr>
<tr>
<td>December 15th</td>
<td>November 15th</td>
</tr>
<tr>
<td>January 1st or later</td>
<td>November 23rd</td>
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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.

☐ **Teacher Feedback Form:** Make 5 copies of the form and ask 5 (9-11th 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.

☐ **Waive your rights (required):** Colleges prefer that students waive their rights to access letters of recommendation (LOR). To be able to provide the most authentic and valuable LOR to admissions offices the NHS counselors require that students waive their right to see LORs from counselors and teachers. If you choose not to waive your right to see your LOR, your transcript will be submitted without a LOR. If you have questions or concerns about waiving your rights, please consult your counselor.

☐ **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.

☐ **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!

☐ **Link your Naviance account with your Common App Account:** This is required for sending transcripts, letters of recommendation and other supporting documents from the school.

☐ **Order Transcripts via Naviance**

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: Newport High School does not mail transcripts directly to colleges.
# College Application and Deadline List

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

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

* **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

(Please make 5 copies to give to 9th – 11th grade teachers. Please do not give this form to teachers who are already writing a letter of recommendation)

STUDENT SECTION:
Teacher name: ________________________________________________________________
Student Name: ____________________  Student’s Counselor: _________________________
College(s) applying to:
______________________________________________________________________________
______________________________________________________________________________

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:

A. GENERAL CATEGORIES:

<table>
<thead>
<tr>
<th>Below Average</th>
<th>Average</th>
<th>Good (Above Average)</th>
<th>Very good</th>
<th>Excellent/Top 10%</th>
<th>Outstanding/Top 5%</th>
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</thead>
<tbody>
<tr>
<td>1. Academic Achievement</td>
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<td>2. Energy &amp; Initiative</td>
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<td>3. Leadership</td>
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<tr>
<td>4. Personal qualities and character</td>
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<td>5. Concern for others</td>
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<tr>
<td>6. Respect accorded by Faculty</td>
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B. Specific Comments:

1. Student’s PERSONAL qualifications:

2. Student’s ACADEMIC qualifications:

3. Additional information, comments, observations:

Staff Signature  Position/subject taught
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: ______________________________

This waiver is valid for one year. Revised June 17, 2015
NAME: __________________________

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

Briefly state your Essay/Personal Statement Topic __________________________

1. List five adjectives that best describe you.
2. What are you passionate about? Give an example of this.
3. What is unique about you? Describe an aspect of you (your family, background, talents, personality, interests, etc) that a college will find interesting. We assume that you care about your learning, your friends and your community. Choose something different to describe. 😊
4. What are you planning to study in college and why?
5. What are your strengths? Give examples that illustrate these strengths.
6. Describe a challenge or obstacle you have overcome in your life.
7. Pick one (1) of the following questions to answer:
   o What is your favorite quote and/or saying that sums up who you are as a person? Why did you choose this one?
   o List three achievements in your life of which you are most proud and why. Include dates.
8. Is there anything else you would like me to consider as I write your letter?
Sample Resume

SUE SMITH
smiths@gmail.com
2222 Mill Plain Rd, Fairfield, CT 06614 / Cell 203-555-1111

Profile – High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.

Education

HS Diploma: Graduation Date - June 2011 from NC High School, Fairfield, CT
GPA: 3.6 SAT: Critical Reasoning - 620 Math - 540 Writing – 560
AP Courses Completed: English, Biology, U.S. History

Honors and Awards

• High School Honor Roll (2006-Present)
• High School Coaches Association Award (2008)
• Varsity Indoor Track (2008-2009)
• Varsity Lacrosse (2007-2009)
• All Conference Lacrosse (2008)
• All Conference Academic (all sports 2006-Present)

Extracurricular Activities

• Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
• Varsity Indoor Track - Sprinter (2008- Present)
• Lacrosse Varsity (2007-09); Captain (2008-Present)
• Key Club Participant (2007-Present)

Community Service

• Teacher’s Assistant - Physics/Science teacher (2008-2009)
• Relay for Life - Organized events for three years (2007-Present)
• Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School (2008-Present)
• Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 year olds (2008)

Employment

• Lifeguard/Instructor – Lake Town Park, Stamford, CT (2007-Present)
• Lifeguard/ Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
• Cashier, TJ Maxx, Fairfield, CT (2006-2008)
• Soccer Referee, YMCA, Fairfield CT (2004-2007)

Additional Training: Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee
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
Newport High School
Class of 2021

CEEB Code: 480071

Newport High School Address: 4333 Factoria Blvd SE Bellevue, WA 98006
Counseling Center phone number 425-456-7431
Counseling Center fax number: 425-456-7530

Counseling Contact information:

Counselor title: Counselor
Counselor Emails:
• (A-CI) Ms. Laura Klein kleinl@bsd405.org
• (Co-Hs) Ms. Heather Erickson ericksonh@bsd405.org
• (Hu-Li) Ms. Christine Nutters nuttersc@bsd405.org
• (Lia-Pa) Ms. Tania Maxfield maxfieldt@bsd405.org
• (Pe-Te) Ms. Karen Schulz schulzk@bsd405.org
• (Th-Z) Ms. Emilie Bosone bosonee@bsd405.org

Graduating Class Size: 455
Grading Scale: 4.0 *We report un-weighted GPA only.
We do not report Rank
Class credit value: Each semester class = .5 credit (Cisco and Culinary Arts are 1.5)
Graduation Date: TBD – use the last day of school (June 22, 2021)

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.
• 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!