

Student College Recommendation Brag Sheet

Name _____ Counselor _____

Home Phone _____ Cell Phone _____

Email Address _____

It's very hard for people to brag about their own talents and accomplishments, however, this is not the time to be humble! Since this Brag Sheet will help your counselor write your college recommendation, you need to brag, Brag, BRAG!

We need **everything** that you have done since the summer before 9th grade, giving thorough details. The more you give, the more it helps us write your recommendation (and in this case - more is better) so make your writing at least 2 pages but no more than 5 pages! **Give us what you want the colleges to know about you!**

TYPE this paper in ESSAY format! Once complete (re-read and edit your work), email it to your counselor (emails available at <http://phs.princetonk12.org/guidance/>).

Here are some suggestions (Use examples and stories telling us...):

- ✓ your strengths & passions – use adjectives and adverbs describing these traits
- ✓ what kind of a person you are
- ✓ what distinguishes you from every other candidate applying to the school/s of your choice; is there anything special you see yourself contributing to your university?
- ✓ what you do with your afternoons and evenings AFTER the last bell rings and/or BEFORE school starts – describe all your activities including community service & employment; share some concrete examples of your level of involvement (length of time, promotions, awards, etc.)
- ✓ leadership qualities – give examples of your leadership roles in various activities
- ✓ your thoughts of a future career/profession (what interests you and why)
- ✓ any circumstances that may have interfered with your academic performance and/or curricular involvement, go into detail about how that has affected you
- ✓ any event/happening that has helped to shape your growth or way of thinking
- ✓ anything else you feel is pertinent!

Parent College Recommendation Brag Sheet

Please use the following suggestions to help you type a recommendation for your child (minimum 1 page, maximum 4 pages). No one knows your child better than you and your input is most helpful while writing your child's recommendation. Once you have completed your writing, email the finished product to your child's counselor (emails available at <http://phs.princetonk12.org/guidance/>).

Here are some suggestions:

- ✓ Please tell us what you consider to be your child's strongest asset (as a person)
- ✓ Describe how you have seen your child grow (in all ways) since entering high school his/her freshman year
- ✓ Please describe your child's outstanding personality traits
- ✓ What seems to bring your child the most joy?
- ✓ Outside of academics, tell us what you see as your child's passion and give any other information that captures the spirit of your child

College Application Checklist

Most colleges and universities recommend that you apply online

* Register on Naviance (your School ID is your registration code, see Mrs. DeDomenico w/ questions)

Username _____ Password _____


Note: Your NJ Smart ID can be found on Naviance (go to the "About Me" tab and scroll down to profile under "Official Things" and you will find your 10-digit NJ Smart ID called "State ID Number")

* The Common Application can be found online at <https://www.commonapp.org/>

Username _____ Password _____

* Rutgers online application can be found at <http://admissions.rutgers.edu/>

Username _____ Password _____

Notes: Apply for the November 1 Early Action or December 1 Regular Decision for Rutgers! Be sure to complete the essay when you apply. These deadlines must be met to be considered for the university-wide scholarship programs and Honors College.  **Rutgers does not accept high school transcripts – you must complete the Self-Reported Academic Record (SRAR) with your application.**

* Division I and II student athletes must register with NCAA to determine eligibility at <http://ncaa.org/> (visit the PHS website for more information on the NCAA <http://phs.princetonk12.org/guidance/>)

* If your college asks for your **OFFICIAL** SAT and/or ACT scores, request your testing directly from the testing agencies (<http://sat.collegeboard.org/> and <http://actstudent.org/>)

* Student submits directly to college: application, application fee, essay, miscellaneous required/optional components (i.e. portfolio, audition, and/or student resume, etc.)

* The Counseling Department will submit directly to college/s: school reports, official transcript, counselor recommendation, school profile, additional relevant material

Submit the following to the Counseling Office at least FIVE WEEKS before your first college application deadline:

___ Print your “Colleges I’m Applying to” from your Naviance Student account – (once you log into Naviance, click on “My Colleges” and then on “Colleges I’m Applying to” and print your list of colleges here) Give this list to Chris DeDomenico for last names A-L and Lori Scala for last names M-Z.

___ A Transcript Release/Recommendation Waiver Form MUST be signed on both the top and the bottom by the student and parent.

___ Be sure to complete the Online FERPA consent on your Naviance account (select “yes” and check the box) along with the Common App link – you will need to type in your CommonApp.org username and password (this will match your online Common App account with your Naviance account)

___ Change the “Type” on Naviance for each college - this will notify us of the deadlines for each of these types of applications (Early Decision, Early Action, Regular Decision, etc.

___ Complete a fee waiver if you receive free/reduced lunch (see your counselor)

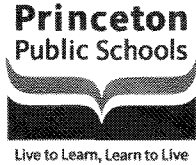
___ Request letters of recommendations from teachers at least five weeks before your FIRST college application deadline. Add your teacher recommenders to Naviance. Go to the “Colleges” tab and then to the Letters of Recommendation link.

___ If you are applying ED or EDII to any school, you must complete the ED Agreement Form, which must be signed by you, your parent AND your counselor (this is usually signed electronically from your application.

NOTES:

* First quarter grades are NOT sent automatically for any senior – you must request them from the Counseling Office^[SEP]* Midyear grades are also NOT sent automatically – you need to request them to be sent from the Counseling Office (we will send reminders & instructions through Naviance)

* You must notify the Counseling Department AND your teachers (who wrote letters of recommendations) when you ADD colleges to your Naviance “Colleges I am Applying to” list – materials do NOT get sent automatically to these schools^[SEP]* Keep your Naviance account up to date with college acceptances, denials, deferrals, etc.



Princeton High School

Recommendation Waiver Form

Waiver:

Family Educational Rights and Privacy Act of 1974: This form is to be used as a reference for college admissions purposes. As currently interpreted by the Department of Education, the Act provides that students and parents have a right to inspect and review the evaluation if it is retained by the school unless that right is waived in writing. Sign your name below only if you wish to waive your right of access.

I request that this reference be sent to the colleges to which I am applying and that it may be used in the admissions process. I understand that I may not read this reference and I will not seek to do so in the future.

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

Transcript (School Record) Release

Princeton High School has always honored student requests to forward transcripts. Effective November 15, 1974, Federal and State Law prohibit the release of pupil records without parent or adult-student written authorization. The school cannot release records without this written permission.

Ref. New Jersey Administrative Code #6:3-6.1 *et seq.* states, "Organizations, agencies and persons from outside the school shall have access to pupil records if they have written consent of parent."

I have read the above statement and pursuant to the law I hereby authorize the release of a copy of the transcript (school record) concerning the student named below, to the outside school agencies requested.

Student Name (please print): _____

Purpose: College Admission/Financial Aid Consideration

Parent Signature: _____ **Date** _____

Notes:

- Any other organizations, agencies, and persons from outside the school will have to secure written authorization for the release of such transcripts.
- A Photocopy of this authorization shall be considered as effective and as valid as the original.
- In order to ensure the integrity of Princeton High School permanent records, as a matter of practice, we will not release "official" transcripts directly to students and parent/guardians. If there are extenuating circumstances, the following message will appear on the transcript "This official transcript has been released directly to the parent/guardian."