



## 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.

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>

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 copies** of the form and **ask up to 2-4** (9-11<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.
- Waive your rights/FERPA (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.**

Name: \_\_\_\_\_



## 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?

	Attribute	Tell us what is great about this student:
	Academic Achievement	
	Academic/Intellectual Growth	
	Energy & Initiative	
	Leadership	
	Personal qualities & character	
	Concern for others	
	Other:	



## 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: \_\_\_\_\_



## *NHS 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. 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 and provide examples/antidote or a story explaining the traits.
2. What are you **passionate about**? Provide a detailed example.
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, **in detail**, an event in your life that has had a significant, unique, unusual, either positive or negative impact on your life
7. Pick one (1) of the following questions to answer:
  - What is your **favorite quote** and/or saying that sums up who you are as a person? Why did you choose this one?
  - 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  
*Keep your resume to one page*

**KELLY J. MORGAN**

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Bellevue, WA 98006

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jsmith925@gmail.com

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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** **NEWPORT HIGH SCHOOL** – Bellevue, Wa 2018-present  
**RUNNING START** student at Bellevue College – Bellevue, WA 2021-present  
**GPA: 3.82; SAT 1150; ACT 29**

- AP Courses Completed: English, Photography, Calculus
- Advanced Culinary Arts/Hospitality Industry Training
- CISCO Network Academy
- International Spanish Academy
- Red Cross CPR Certification
- Lifeguard
- Certified Baseball Umpire

*List any special schooling, training or certificates here.*

**HONORS/  
AWARDS** National Honor Society 2019-2022  
Knight Valor (Community Service) 2021-present

**EXTRACURRICULAR  
ACTIVITIES** Little League Bellevue Thunderbird 2014-2019  
JV Basketball 2018-2019  
2018-2019  
Chemistry Club 2018-2020  
Leadership 2019-2021  
Chamber/Philharmonic Orchestra 2019-2021  
Varsity Track & Field – 100 meters, Javelin & Pole Vault 2020-2022  
Link Crew 2021-2022  
DECA 2021-present

**COMMUNITY  
SERVICE** Habitat for Humanity 2017-2018  
Jubilee Reach 2018-2019  
Food Lifeline 2019-present  
Peer Tutor 2020-present

**EMPLOYMENT** Babysitter for families  
in the neighborhood ages range 2-13 2013-present  
Lifeguard/Swim Instructor – YMCA -- Redmond, WA 2019-2020  
MOD Pizza 2020-2021  
Sales/Customer Service – Escape Outdoors – Bellevue, WA 2021-present

## Parent Input Letter – *Optional, but Recommended*



*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 2024



**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 - Cho Mr. Chunneath Kravanh [kravanhc@bsd405.org](mailto:kravanhc@bsd405.org)
- Chu - Hof Ms. Heather Erickson [ericksonh@bsd405.org](mailto:ericksonh@bsd405.org)
- Hog - Li Ms. Sierra Suh [suhsi@bsd405.org](mailto:suhsi@bsd405.org)
- Lia - Pa Ms. Tania Maxfield [maxfieldt@bsd405.org](mailto:maxfieldt@bsd405.org)
- Pe - To Ms. Karen Schulz [schulzk@bsd405.org](mailto:schulzk@bsd405.org)
- Tr - Z Ms. Emilie Bosone [bosonee@bsd405.org](mailto:bosonee@bsd405.org)

**Graduating Class Size:** 448

**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; some College in the High School courses are 1.0; see transcript)

**Graduation Date:** **TBD – use the last day of school (June 20, 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.
- 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!