

LETTER OF RECOMMENDATION (LOR) PACKET

IMPORTANT DUE DATES:

EARLY SEPTEMBER: FOR EARLY DECISION, EARLY ACTION, OR RESTRICTIVE EARLY ACTION

OCTOBER: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE DEC. 1 – JAN. 15

EARLY DECEMBER: FOR REGULAR DECISION & ROLLING ADMISSION WITH DEADLINE AFTER JAN. 15

Student's Name: _____ Email: _____

Counselor: _____ Student Cell #: _____

Teachers WHO HAVE AGREED to write you letter of recommendation:

1. _____ 2. _____

Name of College/University or Scholarship	Deadline	ED/EA/ REA/RD	School req. LOR?	Electronic (E) or Mail (M)	Staff Use Only
EXAMPLE: Loyola Marymount University	November 1, 2025	EA	Yes	E	

☐ By initialing this box, I am confirming that all of the colleges listed above are entered into SchoolLinks and that I have completed the FERPA Waiver. If more schools are added after submission, I understand that it is my responsibility to notify my Counselor and Teacher(s).

☐ By initialing the box, I understand that it is my responsibility to order all transcript request through Scribbles, including the NCAA Eligibility Center, Initial/Mid-year/Final Transcript to be sent to the schools that I have requested.

ED: Early Decision (There should only be ONE school marked ED)

☐ By initialing the box, I understand that an Early Decision (ED) agreement is a binding contract where, if accepted, I am committing to attend this college and must withdraw all other applications I have submitted to other colleges and universities. I have discussed this decision with my parents.

Signature Required: _____

EA: Early Action

REA: Restrictive Early Action (There should only be ONE school marked REA)

RD: Regular Decision

Important information regarding the Letter of Recommendation Packet:

- Counselors and Teachers require at least **3 WEEKS** notice prior to the earliest application deadline to complete your LOR.
- You **MUST** provide this packet directly to your counselor and/or teacher by the deadlines listed on the front of this packet. Failure to do so may result in a delay in completion and submission.

Documents required to be submitted to your recommender:

- ☐ Sailor Pride Survey for Student
- ☐ Sailor Pride Survey for Parent
- ☐ FERPA Waiver



Federal Education Rights and Privacy Act (FERPA)

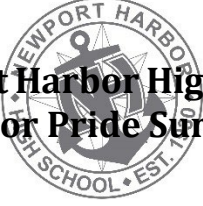
IMPORTANT PRIVACY NOTE: By signing this form, I authorize all schools I have attended to release all requested records covered under the Federal Education Rights and Privacy Act (FERPA) so that my application may be reviewed by the institution(s) to which I am applying. I further authorize the admissions officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

☐ Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

☐ No, I do not waive my rights to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Required Signature _____

Date _____



Newport Harbor High School Sailor Pride Survey

STUDENT NAME: _____

The information you provide in this survey will be used by your counselor and/or teachers to prepare materials to submit to colleges in support of your application.

Distinctive Qualities:

1. What sets you apart from other students? Include academic and personal qualities.
2. How have you grown academically and socially since freshman year? Give examples.
3. Any unusual circumstances or challenges in your life and what have you learned from them?

Academic History:

1. Discuss your most interesting or rigorous course at NHHS. Why did you choose this course? Describe the highlights of taking the class.

2. Anything you would like to explain about your grades/transcript?

3. List Standardized test scores:

CAASP ELA	☐	Level 4 Standard Exceeded	☐	Level 3 Standard Exceeded	☐	Level 2 Standard Nearly Met	☐	Level 1 Standard Not Met
CAASP MATH	☐	Level 4 Standard Exceeded	☐	Level 3 Standard Exceeded	☐	Level 2 Standard Nearly Met	☐	Level 1 Standard Not Met
CAST	☐	Level 4 Standard Exceeded	☐	Level 3 Standard Exceeded	☐	Level 2 Standard Nearly Met	☐	Level 1 Standard Not Met

Athletics Information:

1. Are you actively being recruited for a college athletics program? If so, please provide a list of schools with their GPA requirements and your NCAA Account Number.

Activities and Interests:

1. What activities/clubs/employment/hobbies have you participated in? Excelled in?
2. Please list and describe leadership roles and/or awards you have received.

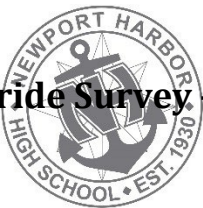
Self-Reflection:

1. What three words best describe you? Why?
2. What are you passionate about? How did it develop and how are you pursuing it? (ex: passion project, research paper, business idea, competitions, non-profit organizations, etc.)

3. What is your most memorable high school experience?

4. What is your intended major and why? What are your plans after college?

5. What opportunities are you most looking forward to in college...ie..Greek life, clubs, sports, activities



Sailor Pride Survey – Parent

One of our responsibilities in the NHHS Counseling Office is to write letters of recommendation for our seniors. At this time, we are requesting that you take some time to provide details to us so that we can write the most interesting and meaningful letter possible for your son or daughter. Please answer the questions below as completely as possible, keeping in mind that the most interesting and successful letters are the ones that go into detail. Tell us about your child's commitment, interests and individuality. Thank you for your assistance!

Student's Name: _____

Your Name and relationship to student: _____

1) Three adjectives that best describe your child:

2) If you have any information about your child's history thus far which you feel might be helpful for us to know (social, medical, cultural, academic development, etc.) please explain. Has he or she faced any unusual challenges through the years at home or at school? How has your child handled setbacks?

3) If your child has accomplishments, activities or hobbies which deserve special attention in our recommendation, please describe in detail. These do NOT have to be related to school activities.

4) Please brag for us so we can do the same. What makes you the proudest of him or her? Any anecdotes?

5) Describe a challenge, obstacle, failure or problem that your child has experienced and how he/she met, overcame or otherwise dealt with it.

6) Describe a typical day for your child.

7) What does your child enjoy learning about? Have certain subjects or teachers been common topics at the dinner table? Does he/she enjoy learning for its own sake?

8) What kind of school would be best for your child? What kind of college would make a good match? Reasons?