

# Virtual Academy

# Class of 2024

## Letter of Recommendation Packet

**This packet must be completed and given to your recommenders no later than September 15<sup>th</sup>, 2023.**

**Before you submit this to your counselor and teacher(s), have you:**

- Attached a copy of your resume to this document?
- Uploaded your Letter of Recommendation Packet to your Naviance Journal and ***shared*** it with your recommenders?
  - About Me → My Stuff → Journal → Add with PINK + Sign
  - Label your journal entry: First Name Last Name LOR Packet
  - Click Share with TEACHERS and COUNSELORS
  - **Attach your LOR Packet in PDF format OR copy and paste a google doc link of your packet. Make sure your google doc is shared with “anyone with a link.”**
  - Click ADD.

*If you do not click share or forget to upload your packet/share your google doc link, your letter of recommendation will be delayed.*

- Asked your Counselor for a letter of recommendation?
- Asked your Teacher(s) for a letter of recommendation?
  - Please research each college you are applying to for specific teacher/counselor recommendation requirements & guidelines.*
- Added the schools you are applying to to your “Colleges I’m Applying To” list in Naviance? (You will become 12th graders in Naviance in mid-July and will be able to list colleges then)
- Verified that your deadlines in Naviance are correct?
  - If you add a college or change a deadline AFTER September 15<sup>th</sup>, make the change in Naviance and email your counselor and teacher.
- Turned in your transcript release form on PowerSchool?
  - Transcripts will not be sent unless the transcript release form is submitted.

**CEEB Code: 210174**

STUDENT NAME: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please list ALL schools to which you are applying  
**in order of deadline date with the earliest deadline listed first.**

This chart should match your “Colleges I’m applying to” list in Naviance.

If you add a school or change a deadline after September 15<sup>th</sup>,  
 Update your list in Naviance and send an email to your counselor and teacher(s).

College/ University Name  in order of earliest to latest deadline date	Deadline Date  in order of earliest to latest deadline date	Do you need a Counselor Letter?  Yes or No	Name of Teacher Recommender #1	Name of Teacher Recommender #2	Are you applying via Common App?  Yes or No	Are you applying via Coalition App?  Yes or No

1. What is your intended college major? Undecided is okay!
  
2. What experiences or passions do you possess that have led you toward that major?  
 What skills and strengths do you have that will allow you to be successful in this area?
  
3. What would you like to do after you graduate from college? Where do you see yourself in 10 years?
  
5. Describe any general leadership qualities you possess. Please describe your Leadership 3 project if applicable.

6. If you plan to complete an internship in your senior year, please describe that internship and how it relates to your academic goals.

8. List 4 words your friends and family would use to describe you and give examples.

- 1.
- 2.
- 3.
- 4.

9. How have you spent the last two summers?

10. Describe your most meaningful activity and explain why.

11. Describe up to 3 things you have done or experienced that aren't obvious from your transcript, resume, or listed elsewhere in this packet that helps paint a picture of your passions, interests, and unique qualities.

12. Explain any outside circumstances that have interfered with your academic performance (illness, family dynamics, etc.)?

13. Are the circumstances listed above, if any, something you would like your counselor or teachers to discuss in your letter of recommendation? Yes or No.

14. Have you ever been suspended, dismissed, or placed on probation from school? If yes, please explain.

15. Please list any undergraduate coursework taken and completed.

This includes ECAP classes at AACC or articulated credits through PLTW or CAT-South.

Name of College/University	Name of Course	Grade Earned or mark "CE" for currently enrolled.

## TEACHER SPECIFIC INFORMATION

**Recommender Name** \_\_\_\_\_

1. What I gained from your classes (including new ideas, attitudes, interests, study habits, skills etc):
  
2. Why I feel that you can write me a meaningful recommendation:
  
3. My most meaningful experience in your class:
  
4. List 3 growth areas, academic or personal, that you experienced as a result of being in my class. Give examples.

**Recommender Name** \_\_\_\_\_

1. What I gained from your classes (including new ideas, attitudes, interests, study habits, skills etc):
  
2. Why I feel that you can write me a meaningful recommendation:
  
3. My most meaningful experience in your class:
  
4. List 3 growth areas, academic or personal, that you experienced as a result of being in my class. Give examples.

## **PARENT/GUARDIAN INPUT**

Your student's counselor and/or teacher(s) will be writing a letter of recommendation as part of your student's college application. This letter is a vital part of the application that is reviewed by admission officers. In an effort to provide the schools with unique information about your child that is not found on their transcript, resume or personal statement, we are asking for your input. Your child's recommenders often get the most valuable information directly from YOU! Please share any or all of the following items you feel comfortable sharing.

- Significant childhood experiences
- Critical events that had either positive or negative impact.
- Your child's special talents and abilities.

Although we may not use all of the information you provide, your comments are certainly helpful to us in composing this important recommendation.