

# Tidewater Academy Student Recommendation Profile



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Director of Academic Counseling

Dear Students and Parents:

This packet of information includes useful advice on getting started or continuing the college search/application process. The components of this package can be completed during the last of the junior year, during the summer or in the early fall of the senior year. Please read the enclosed handout and, as always, if you need additional information please feel free to contact me in the college counseling office. There are two processes involved in the college search/application process. Please be sure to review the **college application** process addressed in this packet. This process must be initiated in the fall of the senior year. Please remember that some colleges **do not require** letters of recommendation; **if a letter is not required, the Student Profile Packet does not need to be completed and letters of recommendation do not need to be sent.**

Writing a **college recommendation** letter that presents an accurate and vivid portrait of a student is extremely demanding and time consuming. The average length of time required to do a good job ranges from one and one-half to two hours for each letter. To help me do the best possible letter for you, I request that you follow the guidelines below.

1. Fill out the student profile packet **completely** so that I have information about your special interests, talents, activities and personal qualities. More specific information helps me write better letters!
2. **Be sure to sign the waiver/release of information form on the front page of the profile packet.**
3. Distribute the teaching rating forms to two (2) teachers, 1 or 2 academic teachers and/or possibly one special interest teacher such as art, drama, etc. (The teacher will return their form to me, not to the student.)
4. Return the completed student profile to me, allowing at least four (4) weeks to review the information and write the letter of recommendation. I would like to have all forms back by Monday, September 20, 2004.

### **College Application Process**

1. During the spring of your junior year or the summer before your senior year (or now, if you haven't started), make a list of all of the colleges which interest you. Include the complete address, phone number and contact person in the admissions office for each school on your list.
2. On a post card purchased from the post office, request an application and financial aid information from each of the colleges that interest you. Some schools provide services through the internet, some encourage you to apply online, and will waive the application fee for online applications.
3. Try to reduce the number of schools (5-7) to which you plan to apply; this will save both you and your parents much frustration, a great deal of time, and many precious dollars in application fees.
4. Once you have decided on the colleges to which you will apply, make xerox copies of the complete application to each of those schools. The xerox copy will serve as your rough draft on which you can white out or cross out any mistakes that you make.
5. Meanwhile, put the actual applications in a folder for safe keeping. In this folder, you should also store the addresses and phone numbers of all the colleges that you are interested in and a copy of your complete activity sheet/resume which you should send to each college with your application.
6. Each student is responsible for providing colleges with their activity sheet/resume. This should be comprised of a listing of all extracurricular activities including those connected with the school, community and church. Keep in mind that quantity is not as important as quality. Continuous involvement in a couple of activities and assumption of leadership positions is more positive than involvement in many activities with no leadership roles.

Gail Ford-Westbrook  
Director of Academic Counseling

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***Tidewater Academy***  
***Student Profile Packet or College/Scholarship Recommendations***

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Student's Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Complete Home Address \_\_\_\_\_

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\*All college recommendations are confidential in nature. Therefore we ask that you sign below BEFORE asking your counselor to complete your college recommendation letter. A parent/guardian signature is required.

\*I waive the right to see the recommendation(s) requested for submission to colleges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Colleges to which you plan to apply \_\_\_\_\_

Intended Major(s) \_\_\_\_\_

1. Fill out all parts of these pages. Be sure that all information (your name, birth date, address and social security number) is complete and accurate. (Use full legal name.)
2. Be specific in the information you use for each year. If you use an acronym for an organization, be sure to explain it if it is not a common one. If you already have an activity resume, you may use it instead of completing that section of this information packet.
3. When you respond to the items, please be specific and legible. The more information you give, the more informed and complete your counselor's assessment of you can be. (If you prefer to do this on the computer, that is fine.)
4. Give the "Teacher Information to Counselor" page to two teachers. The teachers will return the information to me.

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*If you have an activity resume, you may attach that to this form... and not complete this section.*

Club Memberships \_\_\_\_\_

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Honors/Awards \_\_\_\_\_

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School Leadership Roles \_\_\_\_\_

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Activities/leadership roles outside of school \_\_\_\_\_

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Activities of preceding summer \_\_\_\_\_

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***Please answer the following questions: (short responses are acceptable, use separate page if necessary)***

- ◇ What are you looking forward to in college? How will the college/university meet your needs? (This could be an academic program, extracurricular outlet or any other reason that helped you select the college.)
  
- ◇ What's your passion? What intrigues you?
  
- ◆ If the newspaper wrote a story about your last three years of high school, what would be the headline concerning your:
  - ◇ Academics
  
  - ◇ Extracurricular or free time?
  
  - ◇ Family or personal life?
  
- ◇ Write three (3) words which best describe you.
  
- ◇ Please consider any additional information: What has been your most rewarding experience? Have any extenuating circumstances in your life affected your grades (illness, death in the family, divorce, move, family problems, etc.?)
  
- ◇ What do you hope to be doing in ten years?
  
- ◇ What is the most important lesson about LIFE that you have learned while at TA?
  
- ◇ What is the most important information that should be shared with colleges about you?

***Tidewater Academy***  
***Teacher Information to Counselor***

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Subject \_\_\_\_\_ Please return to Gail F-W no later than September 20.

*To the teacher:* The above named student will be requesting a letter of recommendation from me. In order to write a comprehensive evaluation, input from you is critical since you have dealt with this child in a classroom setting. This information will be kept CONFIDENTIAL and will be available for your use should the student request that you write a letter.

In making the following ratings, please keep in mind that they should be made in comparison with his or her entire class. Please check the single most appropriate box. Your help is greatly appreciated. Upon completion, please place in my mailbox. **DO NOT GIVE TO STUDENT!**

	Average or Below	Good (Above Average)	Excellent (top 10% this year)	Outstanding (Top 5% this year)	One of the top few I have encountered in my career	NA
Academic Motivation						
Academic Creativity						
Academic Self-discipline						
Academic Growth Potential						
Leadership						
Sense of Responsibility						
Self-Confidence						
Sense of Humor						
Concern for Others						
Energy						
Emotional Maturity						
Personal Initiative						
Reaction to Setbacks						

**Summary Evaluation**

First words that come to mind to describe applicant: \_\_\_\_\_

Strengths in your course: \_\_\_\_\_

Notable personal characteristics: \_\_\_\_\_

Give an anecdote which illustrates what this student has said or done to “stand out in a crowd”.

Please use the space below to describe the student to me in your own words:

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*Tidewater Academy  
Parent's Questionnaire*

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Student's Name \_\_\_\_\_

Parent(s) Responding \_\_\_\_\_

E-mail address to reach you \_\_\_\_\_

In trying to assist your child with the college application/recommendation process, I have obtained some information from your child and your child's teachers. I would also like to have the following information from you. I will be the only staff member to see these responses, however, if you are uncomfortable in providing certain information, then feel free to keep that information to yourself. You may hand write or type your answers or you mail e-mail them to me at [gfw@whro.net](mailto:gfw@whro.net). I am looking for specific factual information. Please do not assume that I know anything about your child.

Please complete the questions below. Have your child return this to me by September 20, 2004.

1. Tell me about your family's background and structure. Tell me about parent occupations. Who lives at home? Have there been unusual events in your child's family life?
  
2. What responsibilities does your child have around the home? What are some of the ground rules for your child?
  
3. What have been some significant moments in your child's growth?
  
4. What paying jobs has your child had? What financial responsibilities does your child have in paying for college?
  
5. In what community service activities outside of school has your child been engaged?
  
6. Please describe your child as a student. Include strengths and weaknesses.

