

Class of 2018
Hartford High School
Student Information Packet

Date Received: _____
Meeting Date: _____

All three parts of this form must be completed thoroughly and submitted to counselors and teachers writing recommendations at least 2 full business weeks prior to your first deadline. Keep in mind that holidays and vacations days are not business days.

Student Name: _____

Today's Date: _____

Career Goal/Major: _____

1st Application Deadline: _____

Honors Program: YES NO

Thesis Title: _____

Letters of Recommendation:

Which teachers are you considering asking for recommendation letters? Choose at least two.
(Be sure to have one from a math or science course, and one from a social studies or English course.)

The Hartford High School Counseling Department takes great care to distribute accurate information of students as they begin the graduation process. Whether a student is entering the work force, the military or college, it is important that the student's counselor has correct information for making recommendations. Each counselor will use his/her discretion as to what particular facet of these pages will be included in your letter.

Please answer all questions in this packet as carefully as possible. Return this packet to your counselor or the Counseling secretary at least two weeks prior to your first college application deadline.

Requesting a Transcript:

- ✓ Be sure to hand in a "Parental Consent Form for Release of Transcript". Without this form, you will not be able to request a transcript on-line.
- ✓ Go to: www.connection.naviance.com/hhsvt (you can also find the link on the Counseling page at the Hartford High School website)
- ✓ Once you log-in to Naviance and you are on your home page, look to the left hand column (blue) and find "ABOUT COLLEGES"
- ✓ Under "About Colleges" click on "TRANSCRIPTS"
- ✓ Be sure to indicate what deadline you are applying under (ie: early decision, early action, regular decision)

Remember:

- ✓ Approach teachers for recommendations at least 3 weeks prior to your first deadline.

Hartford High School

Senior Information Packet for Letters of Recommendation

*Dear Seniors, please read the following carefully and answer the questions as thoroughly as possible. Your counselor needs this information to write a letter of recommendation for you. **This packet needs to be submitted two (2) full business weeks before your first letter is due.***

Your Name: _____

Email: _____

(Please choose the ones that are your “primary caretakers.”)

Mother/Stepmother’s Occupation: _____

Father/Stepfather’s Occupation: _____

Education: _____

Education: _____

E-Mail: _____

E-Mail: _____

Siblings:

Name

Age

School/College

Occupation

- ~~~~~
1. List 5 adjectives that you, your family or friends would use to describe you. Please give an example for each.
 - a.
 - b.
 - c.
 - d.
 - e.
 2. If you could go back and change one thing in the past four years, what would you change?
 3. What class do you feel has been the most beneficial to you and why?

4. Do you feel your transcript is a good reflection of your academic potential? Please explain.

5. Have there been any “blips” in your four years here? In other words, was there a time when your grades slipped due to a difficult time in your life? If so, please explain (sharing only what you are comfortable with others knowing) the situation in your life, or in a particular class, that made it difficult for you to do your best.

6. Discuss a personal challenge that you have endured and how you were able to overcome that challenge.

7. Describe an accomplishment of yours (in any setting including home, school and community) of which you are particularly proud.

8. What are your plans beyond high school?
 - a. If you are considering a job, military or other options, please describe and discuss how you became interested in this career.

 - b. If you are considering college, which schools and majors are you interested in at this point? How did you become interested in these choices?

9. What sets you apart from the rest of the applicants who are applying at your colleges or at your job site?

10. If you plan to attend college, how would you make your school of choice a better place to be? What would you be able to add to the campus or place of employment?

11. What do you feel is important for the admissions counselors, employers, or recruiters to know about you?

12. Do you have any passions? Please elaborate.

13. How do you picture yourself in ten years from now?

14. Additional thoughts

Self-Reported Student Activity Sheet

- | | | |
|--|--------------------------|-----------------------|
| 1. <u>School Clubs and Activities</u> | <u>Grades(s)</u> | <u>Office(s) Held</u> |
| 2. <u>Sports</u> | <u>Grade(s)</u> | <u>Captain?</u> |
| 3. <u>Student Government</u> | <u>Grades(s)</u> | <u>Office(s) Held</u> |
| 4. <u>Activities Outside of School</u> | <u>Grades(s)</u> | <u>Office(s) Held</u> |
| 5. <u>Employment</u> | <u>Grades(s)</u> | <u>Position</u> |
| 6. <u>Volunteer/Community Service</u> | <u>Grades(s)</u> | <u>Position</u> |
| 7. <u>Honors, Awards, Scholarships</u> | 8. <u>Honors Program</u> | Yes No |
| | Thesis Title: | |

PARENT/GUARDIAN'S PERSPECTIVE FORM

Student's Name: _____
Person Completing this form: _____

School Counselor: _____
Relation to Student: _____

We in the counseling department would appreciate getting your perspective and your input on your child as we prepare to write recommendations to colleges and employers. We would be particularly grateful for your stories and anecdotes which illustrate your student's strengths and important qualities. Please complete the relevant sections below and return this sheet to the school counseling office as soon as possible. (Please feel free to use the back of this sheet). Each counselor will use his/her discretion as to what information may or may not be included in your child's letter.

1. Please use at least 4 adjectives to describe your student.
2. In what areas has your child shown the most development and growth during high school?
3. What are his/her outstanding qualities and values?
4. What do you consider the most important achievements of your student during high school? Why did you select these as important?
5. What makes your child special, in your mind?
6. Are there any unusual or personal circumstances that have affected your child's education?
7. Please tell us an anecdote about your student or anything you think is of interest.

Note: this information was removed from the first page. Keep this in case the counselor may wish to put it back in the packet.

Colleges/Universities you are applying to:
(please use separate page and attach if necessary)

Please circle one application deadline per school

Early Decision	Early Action	Regular Decision
Early Decision	Early Action	Regular Decision
Early Decision	Early Action	Regular Decision
Early Decision	Early Action	Regular Decision
Early Decision	Early Action	Regular Decision