

The Red Packet



College Recommendations

Some college applications require a recommendation letter or comments from your counselor and/or teachers. In that event, you must provide your counselor and/or teachers with a resume and complete **The Red Packet**.

Turning in The Red Packet will not automatically result in a letter being written. You must also fill out a “routing form” indicating the college(s) for which you need the letter(s) and their applicable deadline(s). Letters will not be written for any college application that does not require a recommendation unless there are special circumstances.

Thank you for thoroughly completing this packet and giving the counselor and/or teachers two weeks’ notice (10 school days). ASAP is not a deadline!! Please keep school holidays in mind, as counselors and teachers are not on duty when the school is closed. The more information you and your parents provide in your recommendation packet, the better.

Student Name: _____ ID: _____ Date: _____

College Routing Form

Please list the college(s) for which you need a recommendation letter(s) and their applicable deadline.

Use this form as a cover page to **The Red Packet** (see back for check list), and turn in to your counselor and/or teachers along with stamped and addressed envelopes (envelopes are not needed if you are submitting an electronic Common Application-see the Senior Packet for additional information on how to submit the Common Application).

College:

Deadline:

Special Instructions for any of the above:

RESUME GUIDE SHEET

Please include a typed copy of your resume. If you do not have a resume, use this form as a guide for creating one.

SENIOR YEAR:

Club Memberships

Honors/Awards

School Leadership

Activities and leadership roles outside of school (church, clubs, scouting, work, etc.)

JUNIOR YEAR:

Club Memberships

Honors/Awards

School Leadership

Activities and leadership roles outside of school (church, clubs, scouting, work, etc.)

SOPHOMORE YEAR:

Club Memberships

Honors/Awards

School Leadership

Activities and leadership roles outside of school (church, clubs, scouting, work, etc.)

FRESHMAN YEAR:

Club Memberships

Honors/Awards

School Leadership

Activities and leadership roles outside of school (church, clubs, scouting, work, etc)

STUDENT SELF-ASSESSMENT

Please answer the following questions:

1. If you have not spent your life in Lubbock, explain your background (country of origin, languages, previous schools attended, etc...).
2. What's your passion? What intrigues you? What activity would you engage in even if it meant no monetary award or recognition?
3. Describe the assets/characteristics that will set you apart from thousands of other applicants applying for college.
4. What legacy do you think you've left as a Mustang? How will you be remembered?

PARENT INFORMATION

Please answer the following questions:

To better personalize your child's college recommendation letter, your input is very important. Please share anecdotes which would illustrate any (or all) of the following:

1. Can you remember an incident in your child's life in which he/she acted in a way that exhibited a strong character quality (self-control, truthfulness, leadership, integrity, courage, resourcefulness, discernment, initiative, diligence, responsibility, flexibility, tolerance, determination, creativity, endurance, cautiousness, forgiveness, patience, etc.)? Please explain.
2. What motivates your child? How would someone notice this?
3. Explain how your child reacted to any unusual circumstances, situations, or challenges in the family.
4. What makes you proudest of your child? Anecdote essential!!!
5. Tell us in two or three sentences what you would like college admission counselors to know about your child.

TEACHER INFORMATION TO COUNSELOR

To the teacher: I am asking my counselor to write a letter of recommendation for my college application. Your insight into my academic performance, as well as my personal character, will be greatly appreciated by my counselor. Please return this form to my counselor within one week.

Student _____ Today's Date _____

Teacher _____ Please return to _____

In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire class. Please check the **SINGLE** most appropriate box.

The student WILL NOT see this evaluation

Average or below	Good (above average)	Excellent (next 10% this year)	Outstanding (top 5% this year)	One of the top few I have encountered in my career		N/A
					Academic motivation	
					Academic creativity	
					Academic self-discipline	
					Academic growth potential	
					Leadership	
					Sense of responsibility	
					Self-confidence	
					Warmth of personality	
					Sense of humor	
					Concern for others	
					Energy	
					Emotional maturity	
					Personal initiatives	
					Reaction to setbacks	
					Respect accorded by faculty	

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 from the crowd."

The Red Packet Check List

- ___ Applied to listed colleges
- ___ Sent SAT/ACT/AP scores to colleges or registered to take the exam(s)
- ___ Given the teacher information form to 4 teachers (for counselor recommendation letter only)
- ___ Completed the following:
 - ___ College Routing Form*
 - ___ Student Self-Assessment*
 - ___ Resume*
 - ___ Parent Information Page*
- ___ Requested Transcripts from Mrs. Carter in the main office (see College Application for detailed instructions).

*Submit these items to your counselor and/or teachers in the listed order. You should also provide a stamped and addressed envelope (these are not needed if you are using the electronic common application) for each recommendation letter requested on your routing form.