

COLLEGE APPLICATION TRACKING SYSTEM

Must be submitted **20** days before college deadline.

Tracking Sheets with application deadlines of January 5 through January 9 must be submitted by December 1

Counselor _____ Date Submitted _____

Student Name _____

College/Scholarship _____

Common Application _____ yes _____ no

Application Deadline (published by College/University) _____

A transcript has been requested _____ yes _____ no (\$1.00 fee payable to the Registrar)

Early Decision _____

Early Action _____

Regular Decision _____

Counseling Packet: (only materials receiving counselor input will be mailed from our office)
Please check materials being placed in this folder:

- Secondary School Report
- Student/Parent Information Sheet
- Other (please list items)

Counselor Recommendation
(required: ___ yes ___ no)

I understand this recommendation is confidential,
and I hereby waive any rights I may have to
review its contents.

Student Signature

Teacher recommendations
(to be mailed by teacher)

List the teachers you have asked
to write recommendations:

For Office Use Only

Date/Initials
Application Submitted _____
Received by Counselor _____
Returned to Admin. Asst. _____
Date Mailed _____

_____ Transcript and Schedule
_____ Counselor Recommendation
_____ College Application Check # _____
_____ Essay
_____ Teacher Recommendation
_____ Clear Brook High School SSR

STUDENT INFORMATION

PLEASE RETURN TO THE COUNSELING CENTER

Name of Student: _____

To the Student:

Please keep in mind that we are asking for information that will set you apart from your peers.

A. Tell what you would like the college admission committee to know about you:

1. Personal Qualities

2. Unusual Talents

3. Academic Strengths

4. Worthwhile Community Activities

B. Describe the assets/characteristics that will set you apart from thousands of other college applicants.

C. Describe an activity or experience outside of school that has touched or inspired you.

D. Describe a classroom or academic experience that has given you great satisfaction in the last two years.

E. PLEASE ATTACH A RESUME.

Name: _____

Social Security Number: _____

Part II. Activities

See "General Application Information" on pages ii and iii to determine if this part is required for your application to the university(s) of your choice. Please list, in priority order, the organizations, activities, jobs, and internships that indicate your special contributions, talents, honors and abilities in the areas of extracurricular activities, service and work. Include service and work done in the summer. Please spell out the names and describe the organizations in which you have participated. If you need to attach additional pages, please follow the same format as below. In addition, you may also attach a résumé.

Résumé attached: Yes ___ No ___

Extracurricular Activities

Organization	Your Position/Year	Were you elected to this position? (circle Yes or No)	Level	Description of Activities	Hours Per Week/ Weeks Per Year (3/32 = three hours per week/32 weeks per year)			
					Fresh.	Soph.	Jr.	Sr.
<u>Examples:</u> Speech/Debate Club Basketball team	<u>Examples:</u> Committee Chair/senior Captain/junior		<u>Examples:</u> Regional Local	<u>Examples:</u> Hosted Speech Tournament Played Forward	3/32 5/16	3/32 5/16	6/32	6/32
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____
_____	_____	yes/no	_____	_____	_____	_____	_____	_____

Community Service

Service/Volunteer Work	Description of Service	From-Thru	Total Hours
<u>Examples:</u> Habitat for Humanity Hospital Volunteer	<u>Examples:</u> Helped build houses Helped nurses and visited patients	5/02-5/03 6/02-8/03	120 112
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Talents/Awards/Honors

Talent/Award/Honor	Description	Level	Year Received			
			Fresh.	Soph.	Jr.	Sr.
<u>Examples:</u> Voice Regional Qualifier (Speech) All -State Basketball Team	<u>Examples:</u> Sang in school choir 1 of 3 chosen for regional team (UIL) 1 of 5 in state chosen for first team	Regional State	X X	X X	X X	X X
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Employment/Internships/Summer Activities

Name of Employer/Sponsor	Your Specific Role/Job Title	From-Thru	Hours Per Week
<u>Examples:</u> Grocery Store Exchange Program	<u>Examples:</u> Sacker: Sacked groceries, helped customers Spent two months with host family in Spain	6/02-5/03 6/03-7/03	10 n.a
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PARENT "BRAG SHEET"

COLLEGE RECOMMENDATION

PLEASE RETURN TO THE COUNSELING CENTER

Name of Student: _____

1. What do you consider to be the outstanding accomplishments of your child during the past three or four years? Why did you select these as important?

2. In what areas has your child shown the most development and growth during the past three or four years?

3. What do you consider to be his/her outstanding personality traits?

4. If you had to describe your son/daughter in five adjectives, what would they be?

Parent Signature

Date

OBTAINING TEACHER RECOMMENDATIONS

WHAT YOU SHOULD KNOW ABOUT RECOMMENDATIONS

1. Recommendations are not generally used by public universities except for unusual circumstances (foreign born, special talents, serious illness and marginal application).
2. In most instances the counselor recommendation (which often includes teacher comments) is sufficient. Fill out your autobiographical sketch with your counselor and keep your counselor well informed about your activities and goals.
3. Highly selective colleges will require recommendations from teachers as well as counselors. The most helpful recommendations provide descriptions of your skills and work in the classroom, your comparative ability to other students, along with examples and anecdotes illustrating those skills and personal qualities. You are strongly encouraged to discuss these with your counselor and teachers.
4. A recommendation will have more credibility if you have signed (when provided) the waiver of right to see the recommendation.

RECOMMENDATION PROCEDURES

1. Ask the teacher for a recommendation in person (preferably 11th or 12th grade teachers) in advance.
2. Give the teacher AT LEAST TWO WEEKS notice prior to the date you wish to have the recommendation sent and indicate the deadline date.
3. The top of the form must be completed (ready for mailing) before giving it to the teacher. Fill in the school address, your name and address, etc.
4. Either supply the teacher with a stamped envelope addressed to the Director of Admission along with the recommendation form (return address should be Clear Brook High School, 4607 FM 2351, Friendswood, TX 77546) or request that the teacher return the recommendation to the student's counselor to be mailed with the application/transcript.
5. Supply information about yourself. Photocopy your completed autobiography and activities and give it to each person you ask to recommend you.
6. Remind the teacher to keep a copy in case you should need additional recommendations at a later time.
7. Wait two weeks; then confirm with the teacher the date the recommendation was mailed or returned to counselor.
8. Follow up with a personal "THANK YOU" to the teacher.