

College & Scholarship Recommendation Letter Request

Student's Name: _____ Grade: _____

(Neatly Print Full First and Last Name)



Date Submitted: _____ Date Requested for Recommendation Completion: _____

Cell or Home Phone: () _____ - _____ E-Mail _____

Weighted GPA _____ Unweighted GPA _____

Instructions:

- ✓ **Minimum of 3 weeks Notice Required.** Submit this form at least 3 weeks in advance of any required submission date to allow sufficient time to write a recommendation letter.
- ✓ It is the **Student's Responsibility** to request an Official Transcript and provide it to their Guidance Counselor if required on the application.
- ✓ You do not need to provide a stamped envelope when submitting this information.

A. Identify the College(s) you are applying to:

Does the college require a specific recommendation form? If they do, please attach.

- | | |
|----------|-----------|
| A. _____ | Yes or No |
| B. _____ | Yes or No |
| C. _____ | Yes or No |
| D. _____ | Yes or No |

B. Activities & Experience:

1) List any Clubs, Organizations or Student Activities:

Activity Names:	Grade(s) Participated				Leadership Position and/or Special Accomplishment(s):	Grade(s) when Accomplished			
	9 th	10 th	11 th	12 th		9 th	10 th	11 th	12 th

2) Community Involvement:

Community Activities:	Grade(s) Participated				Description of Involvement:	Hours per Week			
	9 th	10 th	11 th	12 th		9 th	10 th	11 th	12 th

3) Sports:

Sports:	Grade(s) when Participated				Did you Letter? (Y or N)	Award, Honor or Special Recognition / Commendation:	Grade(s) when Recognized			
	9 th	10 th	11 th	12 th			9 th	10 th	11 th	12 th

4) Awards/Honors/Recognition:

5) Work Experience:

- i. Do you currently work? Y or N If yes, who is your employer? _____
How long have you worked there? _____ What are your duties? _____
- ii. Previous work experience:
 - 1. Employer: _____ Total time employed _____
Job Duties: _____

C. Enter the Armed Services (Again, please check each branch being considered):

- ARMY
- NAVY
- AIR FORCE
- MARINE CORPS
- COAST GUARD

Other: _____

D. Self-Assessment: :

Rating (place an X)	Average	Above Average	Exceptional	One of the best in my class
Motivation				
Participation				
Leadership				
Passion for this subject				
Organization				
Writing Skills				
Creativity				
Academic Integrity				

E. What are your future goals after college or completion of your vocational training?

F. Describe yourself as an individual. Include your strengths, weaknesses, your personal and academic attributes. Also include what you consider to be your greatest accomplishment in life thus far; what has given you the greatest sense of pride?

**G. Is there anything about your life you would like this teacher to be aware of in writing your letter?
(academic aspirations, learning issues, shared interests, family issues, work experience, events which
have had a significant impact on your interests or concerns).**

H. Financial Assistance (Optional):

Do you have any financial or personal circumstances that affect your ability to attend college? Yes or No
Please explain:
