

OLYMPIA HIGH SCHOOL COUNSELING CENTER
STUDENT INFORMATION SHEET

Use this form to request a Letter of Recommendation from your counselor.

Name Phone number

Counselor Date

Student e-mail (optional)

When requesting a letter of recommendation from your counselor or teacher, be sure to:

- Fill out the information below as **completely** as **possible**. Not all sections may apply.
- Turn in Your Responses to this form with Any Secondary School/ Counselor Reports at least two or three weeks before the due date.
- Make an appointment to ask your counselor or teacher to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the counselor or teacher 10-14 school days for the completion of the letter.
- At the time of your appointment, give your counselor or teacher an addressed, stamped envelope for each college to which a letter must be sent.
- Write a short "thank you" to those who have supported you in the process.

1. Colleges to which you plan to apply:

2. Plans for college major or other post-high school education or training:

3. Your future goals:

4. a. Teachers, staff or coaches who know you best:

b. List Teachers and Classes for Junior Year:

c. List Teachers and Classes for Senior Year:

5. List AP scores and subjects:

6. Please fill out electronic fields provided below, please bring a resume and/or personal profile with the following information to your School Counselor:

- School Activities (clubs, athletics, etc.):

- Leadership roles, Awards, Honors, or Outstanding Athletic accomplishments:

- Community Activities (organizations, church activities, volunteer work, etc.):

- Work experience: (include employing company, brief description, when worked, and how many hours)

6. On another separate sheet of paper, describe yourself. Your statement may include strengths, attitudes and/or skills which may help you be successful in the completion of your post-high school plans. Other information (personal strengths, family information, financial need, etc.) or anything else we should know about you in order to write a good letter of recommendation would be helpful. You may also have your parents or another adult write additional comments about you, your strengths, or your activities. Please attach that page as well.

A large, empty rectangular box with a thin black border, intended for the student to write their self-description as requested in the text above. The box occupies most of the page below the instructions.

