

Recommendation Request Form

(Complete this sheet and bring it to the person from whom you are requesting a recommendation letter. Print as neatly as possible.)

Student Name: _____ Student ID: _____ Date Needed By: _____

Reason for Needing Recommendation Letter (check one):

- College Admissions. Name the College: _____
- Scholarship Application. Name the Scholarship: _____
- Other Reason. Explain: _____

What To Do With the Completed Recommendation Letter (check one):

- Return the completed recommendation to the Guidance Office
- Mail the completed recommendation in the provided envelope (addressed and stamped by the student)
- Return to the student

Please Respond to the Following as Honestly and Thoroughly as You Can:

1. Describe your goals in the following areas. You may want to explain why you have chosen these goals:

- a. Educational: _____
- b. Career: _____
- c. Life: _____

2. Describe your three best qualities or traits. Give an example for each.

- a. _____
- b. _____
- c. _____

3. List the extra-curricular activities (both school-related and outside of school) that you have been involved with during high school (including your senior year) and when you were/will be involved in each. If your involvement in an activity began before high school, you may also include the total number of years you were involved with it (for example, Girl Scouts 9th-12th, 8 years total). Attach a sheet if necessary.

	9 th	10 th	11 th	12 th	Total Years
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

4. List any school or outside honors/awards you have received during high school and when you received them (ex. all conference in basketball – 11th grade).

5. List any positions of leadership you have held during high school (either at school or away from school) and when you held each.

6. Please add any other information about yourself that will be helpful to the person writing your recommendation.