Letter of Recommendation Personal Data Form

Instructions:

- Complete this form as accurately as possible in order to supply the most appropriate and adequate information to prepare your recommendation for colleges, scholarships, or employment opportunities.
- If needed, request your transcript from DHS Registrar by completing the available form. Transcripts are printed only on Wednesdays and Fridays
- Please provide an addressed and stamped envelope if you need your recommendation mailed directly to a specific person, employer, or college.

| Student Name: Student ID Number: | | | lent ID Number: | |
|----------------------------------|---|--------------------|---------------------------|----------------|
| SAT I Scores: | Critical Reading: | Math: | Writing: | |
| | Test Date(s): | g | m 1 . | |
| SAT II Scores: | Subject: | Score: | Test date: | |
| | Subject: | Score: | Test date: | |
| | Subject: | Score: | Test date: | |
| ACT Scores: C | omposite: | Test Date: | | |
| Cumulative GP | A (Honors Weighted): | | | |
| List four teache | ers or staff members who | o know you well: | | |
| 1 | | 3 | | |
| 2 | | 4 | | |
| List colleges to | which you are applying | z: | | |
| If this recomme organization: | endation is for a scholar | ship or employment | application, please speci | ify |
| Specifically des | scribe your future colleg | ge/career plans: | | |
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| | | | | |
| | courses you are currently llege courses): | | you have completed (i.e | e., AP, Honors |
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| List clubs, sports, student leadership participation, and/or any extracurricular activities, and the dates of participation: |
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| List any awards, certificates, special recognitions, and/or honors you have received, including those from school, community, extracurricular activities: |
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| Describe community service activities and/or volunteer service activities and dates of participation: |
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| Describe work experience and/or current employment (if any): |
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| Explain anything special or unique about you or your situation that you would like mentioned in your letter of recommendation. |
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| For recommender's use only: |
| Date of request: Date completed: |
| Staff consulted: |
| |
| Recommendation sent to: |