

Student Request for Letter of Recommendation

Instructions: Please complete all sections of this form. When you have completed this form:

- ✓ Request an unofficial copy of your transcript from the Registrar or Career Center staff
- ✓ Make several copies of request form and unofficial transcript
- ✓ Give one copy of each to every person you request a letter of recommendation from, along with a stamped, pre-addressed envelope and the official recommendation form if required
- ✓ Please give the person writing your letter at least TWO WEEKS to complete your letter of recommendation

ID#: _____ **First Name:** _____ **Last Name:** _____

Email Address: _____ **Cell Number:** _____

Please select type of letter of recommendation you are requesting:

College Scholarship Other _____

College Entrance Exams

List the number of AP Classes taken, including any you are currently enrolled in. _____

Please list exam and scores taken or the date you plan to take the test.

AP Exam and Score(s): _____ AP Exam and Score(s): _____

AP Exam and Score(s): _____ AP Exam and Score(s): _____

AP Exam and Score(s): _____ AP Exam and Score(s): _____

SAT Score: _____ ACT Score: _____

Post High School Education Goals

Please list the colleges/universities/trade-schools you are applying to below in order of preference:

- | | |
|----------|----------|
| a. _____ | b. _____ |
| c. _____ | d. _____ |
| e. _____ | f. _____ |

What major (s) are you considering? _____

What Career or Vocation are you considering? _____

Please describe how your academy, ROP or other experiences have helped shape your interest in this area.

What subject(s) (i.e. classes) do you enjoy the most and why? _____

List four words to describe yourself: _____

What is your biggest strength? _____

What awards have you earned in the last four years? _____

Leadership Experience

Please list any leadership position held and describe how the experience has helped you become a better student.

School Activities: _____

Sports: _____

Clubs: _____

Community Service: _____

Jobs: _____

Outside Activities (Boy Scouts, Church Involvement, Hobbies): _____

What special talents do you possess/what makes you unique? _____

Please share any specific hardships or challenges you have had to overcome in your life that may have impacted your grades or ability to pursue extra-curricular activities. _____

Please give the names of three teachers or school staff who know you well enough to give you a character reference and/or may be able to give details about your academic and personal accomplishments.

1. _____
2. _____
3. _____