

Students complete pages 1-4

# College & Scholarship Recommendation Letter Request

Student's Name: \_\_\_\_\_  
(Neatly Print Full First and Last Name)

Grade: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Requested for Recommendation Completion: \_\_\_\_\_

Cell or Home Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Weighted GPA \_\_\_\_\_ Unweighted GPA \_\_\_\_\_

Received by/Date: \_\_\_\_\_



**Instructions:**

✓ **Minimum of 3 weeks' Notice Required.**

Submit this form **at least 3 weeks** in advance of any required submission date to allow enough time to write a recommendation letter.

- It is the **Student's Responsibility** to request an Official Transcript and provide it to the college/university if required on the application.

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

\_\_\_\_\_ Yes or No  
 \_\_\_\_\_ Yes or No  
 \_\_\_\_\_ Yes or No  
 \_\_\_\_\_ Yes or No

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

**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			
	9th	10th	11th	12th		9th	10th	11th	12th

**2) Community Involvement:**

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

**3) Sports:**

Sports:	Grade(s) Participated				Award, Honor or Special Recognition / Commendation:	Grade(s) when Recognized			
	9th	10th	11th	12th		9th	10th	11th	12th

**4) Awards/Honors/Recognition not previously listed:**

**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 \_\_\_\_\_

2. 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?**

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**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?**

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**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).**

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**H. Financial Assistance (Optional): Do you have any financial or personal circumstances that affect your ability to attend college? Yes or No Please explain:**

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Name \_\_\_\_\_

### Teacher Rating Sheet

**Rank student in the following categories: (Check the appropriate level)**

	Below average	Average	Good (above average)	Excellent (top 10% but not 2 or 3%)	Truly Outstanding (top 2 or 3%)
Academic motivation					
Academic creativity					
Academic self-discipline					
Academic growth potential					
Leadership					
Self-confidence					
Warmth of personality					
Sense of humor					
Concern for others					
Energy					
Emotional maturity					
Personal initiative					
Reaction to setbacks					
Respect accorded by faculty					
Respect accorded by peers					
Social awareness & tolerance					
Extracurricular involvement					
Character & personal promise					

**Check the factors that contribute to student being respected by peers and faculty**

<b>Superiority in studies</b>		<b>Genuine interest in learning</b>		<b>Accomplishment in activities</b>
<b>Leadership in activities</b>		<b>Success in athletics</b>		<b>Interest in other students</b>
<b>Personality</b>		<b>Other (specify)</b>		

**Please complete both sides of this form.**

## College/Scholarship Recommendation

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Course Taught

\_\_\_\_\_  
Date

As counselors, we are asked to write recommendations for seniors who are applying for admission to college and/or scholarships. In order to do justice for the student and to be honest with what we write, we are asking that you consider providing us with some pertinent information. Please be assured that we will be asking for information from more than one source. However, your comments may make a significant difference for \_\_\_\_\_.

He/she is applying for admission/scholarship to \_\_\_\_\_.

**Please comment on as many of the following as possible:**

- What words first come to your mind when describing this student:
  
  
  
  
  
  
  
  
  
  
- Motivation/ initiative /intellectual promise/ interest in learning:
  
  
  
  
  
  
  
  
  
  
- Attitude/ citizenship/ integrity:
  
  
  
  
  
  
  
  
  
  
- Relationship to peers and adults/leadership potential:
  
  
  
  
  
  
  
  
  
  
- Special talents:
  
  
  
  
  
  
  
  
  
  
- One of the qualities I like most about him/her is:
  
  
  
  
  
  
  
  
  
  
- Any other comments you would like to make:

**Do you mind if the student sees your comments?**    Yes \_\_\_\_\_    No \_\_\_\_\_

Thank you again! \_\_\_\_\_  
Counselor

Please return to counselor by \_\_\_\_\_  
Date

**PLEASE COMPLETE BOTH SIDES OF THIS FORM.**