

## Required Recommendation Request Form

- Allow a teacher/counselor a **minimum of one week** to write a letter of recommendation.

\_\_\_\_ Please send the letter to the guidance office when completed.

**OR**

\_\_\_\_ Please send the letter directly to my post-secondary school in the addressed, stamped envelope I have provided.

Student Requesting Letter \_\_\_\_\_ Date \_\_\_\_\_

Recommending Teacher \_\_\_\_\_ Date Recommendation is Needed \_\_\_\_\_

Purpose of the Letter (circle all that apply)

College Application                      Scholarship Application                      Employment                      Other

To whom should the letter be addressed? \_\_\_\_ General Letter **OR** specifically to \_\_\_\_\_

List three words that describe you. \_\_\_\_\_

List any awards or recognition you have received for academics, athletics, community service or your job.

\_\_\_\_\_

\_\_\_\_\_

Sports, Clubs, Community Activities, Community Service and Employment	Number of Years

Leadership Experience

1. Do you have any special talents or abilities that we should be aware of (ex. Fluent in another language, Olympic hopeful)? What makes you stand out from other applicants?
  
2. Is your academic record an indication of your ability and potential? Why or why not?
  
3. Are there any unusual circumstances that have had an impact on your academic performance in high school?
  
4. What is your main goal for attending college after high school?
  
5. What academic area would you like to study?
  
6. What do you enjoy doing during your free time?
  
7. What are your strengths?
  
8. Where do you see yourself in five years?

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**BRING THE COMPLETED FORM TO WHOMEVER YOU ARE HAVING COMPLETE THE RECOMMENDATION.**

**Please indicate below which option you prefer (check only one):**

**Option A** \_\_\_\_\_ **I agree that this information may be kept confidential. This means that I will have no access to this letter now or at a later date.**

**Option B** \_\_\_\_\_ **I retain the right, afforded by the Family Educational Rights and Privacy Act, to see any material sent by these references, if I so request. I understand that if I chose not to waive my rights, you have the right to deny my request for a letter.**

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_