## LETTER OF RECOMMENDATION REQUEST

Please fill out this form as accurately and completely as possible. Do not be afraid to "brag" about yourself a little. Your counselor and teachers will use this information in recommending you for scholarships, college admission, and other honors/a wards. There is a minimum of a 2 -week processing period for all LOR from the date you speak to the recommender in person.

| Name: | Email: | Student IDF |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- |
| GPA: | Evidence Based Reading andWriting: | Math: |  |  |
| Intended Course of Study/Major: |  |  |  |  |
| SAT Total: | Reading: | English: | Math: | Science: |
| ACT Composite: |  |  |  |  |

Did you qualify for an ACT or SAT fee waiver? $\square$ Yes $\square$ No

Are you a first-generation college student?
you an undocumented student? $\square \mathrm{Yes} \square$ No
Post High School Plans
$\square$ Four-year College
Two-year College
Vocational School
Apprenticeship Program
Armed Services
Other

## Office Use Only:

Notes:
$\begin{array}{r}- \\ - \\ - \\ - \\ - \\ \hline\end{array}$

| Due date: | School, Program or Scholarship | Application Process |
| :--- | :--- | :--- |
|  |  | $\square$ Common App School <br> $\square$ Non-Common App School |
|  |  | $\square$ Common App School <br> $\square$ Non-Common App School |
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|  |  | $\square$ Common App School <br> $\square$ Non-Common App School |

## Student Brag Sheet

What is your intended career goal at this time? Describe your interest.

High School Involvement

| School Activities, Sports, or Clubs | Year of Activity |  |  |  | Description of Activity and any Leadership Positions. |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Gr. 9 | Gr. 10 | Gr. 11 | Gr. 12 |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |


| Awards, Honors, \& Recognitions | Year of Activity |  |  |  | Description of Recognition |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  | Gr. 9 | Gr. 10 | Gr. ll | Gr.12 |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |


| Community Activities (volunteer)and <br> Community Service | Year of Activity |  |  |  | D Description of Activity |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  | Gr. 9 | Gr. 10 | Gr. 11 | Gr. 12 |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
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|  | $\square$ | $\square$ | $\square$ | $\square$ |  |
|  | $\square$ | $\square$ | $\square$ | $\square$ |  |

Which one or two activities were the most meaningful to you? Why?

List three to five words that you would use to describe yourself. Explain each with several sentences.

What special talents (music, sports, theatrical, dance, art, video, technology) do you possess? Explain eachwith several sentences.

What obstacle (family, personal, illness, financial, etc.) if any, have you encountered? How did you overcomethis obstacle? Explain with several sentences.

Do you feel that your academic record is an accurate reflection of your ability? Why?

Please note any additional information that may be helpful to your counselor or teacher in writing your letter recommendation.

## Parent Brag Sheet <br> (Please ask your parent to complete this section)

1. Over the past three years, what are your child's most significant achievements? Why did you select these as themost important?
2. In what areas has your child shown the most development and growth during the past three to four years?
3. Which personality traits best describe your child?
4. What are the best five adjectives that describe your son/daughter?
5. Are there any unusual or personal circumstances that have affected your child's educational experience?
