REQUESTING A LETTER OF RECOMMENDATION

Date of Request:
1. Your name:
2. Date recommendation is due:
(Put date at least 2 days before it must be sent)
 3. Action required: a send letter after written to: (address or email) b return to student c return to Counseling Office d other (explain)
4. Type of recommendation requested: Academic Athletic Music College Entrance Other
5. Rate yourself on a scale from 1 to 5 (1= needs improvement; 5=excellent) on these items. If you are

- unsure, think about how your teachers might rate you:
 - a. _____ participation in classroom discussion
 - b. _____ involvement in class activities
 - c. ____ pursuit of independent study
 - d. ____ consistent performance
 - e. ____ critical and questioning thinker
 - f. _____ depth of understanding
 - g. ____ personal responsibility
 - h. _____ consideration of others
 - i. _____ desire to be of service
 - j. _____ seeks extra help when needed
 - k. _____ warmth of personality
 - l. _____ evidence of leadership abilities
 - m. _____ respected by peers
 - n. _____ takes pride in work
 - o. _____ enthusiastic learning
- 6. Explain any special circumstances regarding your family, college choice, or the financing of your education that should be considered:
- 7. List and explain any unique or outstanding information that should be considered in this recommendation:

8. Is your high school record an accurate measure of your ability and potential? Why or why not?

Place an X by the activities in which you have participated so far, plus those you plan to do this year. Indicate leadership roles such as officer, captain, leader with an *.

ACTIVITY	9	10	11	12
Music				
Marching Band				
Jazz Band				
Pep Band				
Concert Choir				
Show Choir				
Color Guard				
ATHLETICS				
Baseball				
Basketball				
Bowling				
Cheerleading				
Cross Country				
Football				
Golf				
Soccer				
Softball				
Swimming				
Tennis				
Track				
Volleyball				
Wrestling				

ACTIVITY	9	10	11	12
Student Council				
Drama				
Dance Team				
Service Learning				
Other (please list)				
Clubs (Please List)				

Other activities or leadership roles/Offices held:

Honors/Awards received:

Interests/Hobbies:

Are you employed? _____ Where? _____ Hours per week: _____

What is your education and/or career objective?