

Letter of Recommendation Request Form

Your Name: _____ Date: _____
Grade: _____ G.P.A. _____ Class Rank: _____

Date Recommendation is Due: _____
(Put at least 2 days before it must be sent)

Type of Recommendation Requested: _____ Academic _____ Athletic
_____ Music _____ College Entrance _____ Other

Name of scholarship/organization/school the letter is intended for:

Action required:

- a. _____ send letter after written to _____

- b. _____ return to student
- c. _____ other (explain):

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. _____ enthusiastic learner
- d. _____ consistent performance
- d. _____ critical and questioning thinker
- e. _____ depth of understanding
- f. _____ personal responsibility
- g. _____ consideration of others
- h. _____ desire to be of service
- i. _____ seeks extra help when needed
- j. _____ warmth of personality
- k. _____ evidence of leadership abilities
- l. _____ respected by peers
- m. _____ takes pride in work

List and explain any unique or outstanding information that should be considered in this recommendation:

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

What is your education and/or career objective?

Please list all activities in which you have participated so far, plus those you plan to do so from grades 9-12:

Leadership roles/offices held:

Honors/Awards received:

Community involvement:

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

**Please include any additional information as needed.