**LETTER OF RECOMMENDATION REQUEST**

**Letters of Recommendation** are required as part of the application for entrance to most private colleges. They are also required for many scholarship applications. Students often assume that teachers, counselors, and principals know them well enough to write an effective letter of recommendation without sharing any personal information. However, what we know often does not constitute the kind of information necessary to write a comprehensive letter of recommendation. Therefore, providing the following information is essential and should be turned into your counselor **FOUR WEEKS PRIOR** to the date it is due.

Read all sections and fill out completely. After completion, make an appointment with your counselor or whomever will be writing your letters of recommendation for college and/or scholarship applications. Make copies to give to each person who will write your letters of recommendation. Having this information makes it easier to write a more personal letter for you.

1. A typed or neatly written Information for Letter of Recommendation questionnaire. (See attached form)
2. Teacher/Coach Recommendation Form. (See attached form)
3. Parent/Guardian Letter. (See attached form)
4. Your personal essay:

You must share who you are. Include information about the following:

* Your goals and aspirations and why you have chosen them.
* Your parents (jobs, education, divorce, remarriage, expectations of you, influence upon you, how you spend time with them).
* Siblings (ages, colleges attended, influences upon you).
* Activities and how much time you spend on them, awards you’ve won, positions you’ve held, jobs, responsibilities. How much have these influenced who you are today?
* Church, community/volunteer activities, travel experiences, hobbies, and leisure activities. Remember to always relate these back to how they have shaped your life and who you have become.
* What type of student are you?
* What have you done that you are proud of?

 5. Activities Record – this page can be included in many scholarship applications.

**INFORMATION FOR**

**LETTER OF RECOMMENDATION**

This is an extensive questionnaire that you are to fill out thoughtfully. The information is requested so that those writing your letter of recommendation will be able to do so in the best and most complete way possible. Please complete all sections of this form (type or print legibly) in as comprehensive a manner as possible. The clearer you are able to communicate your special qualities to us, the better the recommendation will be. You may attach your personal resume.

When you have completed this form, make copies so that you can give one to every person you ask for a letter of recommendation. (Be sure to provide the person with a stamped, pre-addressed envelope and the official recommendation form if the college requires one). Please give it to the person who is writing your recommendation at least **FOUR WEEKS** **PRIOR** TO THE DATE IT IS DUE.

**PERSONAL INFORMATION**

Student’s Full Legal Name

Date of Birth      Phone Number

Address

Father’s Name      Employer

Mother’s Name      Employer

Do you live with both parents? [ ]  Yes [ ]  No

How many siblings do you have?     At home     Attending College now

Test Scores: SAT Verbal     SAT Math     SAT Writing     ACT

 SAT Subject Test(s)

Name of person/organization to which this recommendation should be addressed?

Purpose of Recommendation

Which colleges have you chosen or are considering? Why?

What do you hope to gain from college?

What would you want to be sure that a college admissions office knows about you?

What college majors are you considering?

List the vocations or careers are you considering? Why?

Why did you take the high school courses that you took?

What were your best subjects?

Worst?

If you received low grades, why?

Name a class that has had special meaning to you or that you have enjoyed in your high school years and explain why.

How does your family background relate to your educational goals?

Explain any financial need.

Be sure to explain any special circumstances that will effect your ability to pay for college.

List 3-5 adjectives that best describe you and set you apart from your peers:

Personally

Academically

List your extracurricular **school** activities (i.e. sports, clubs), awards, and honors. Be specific. (Examples: Varsity Baseball, 3rd base, MVP or Drama production, lead in play)

(You may attach a resume in the same format that describes your activities.)

9th Grade

10th Grade

11th Grade

12th Grade

List your extracurricular **outside** **of school** activities, awards, and honors. Be specific. (Examples: Job, church, hobbies, volunteer work, lessons).

9th Grade

10th Grade

11th Grade

12th Grade

What is your most important extracurricular activity and why?

List any special skills or talents that you have

Describe any single accomplishment of which you are most proud and why you take special pride in it.

List any significant travel experiences you have had.

What did you do over the last two summers? (i.e. programs, camps, activities, employment, community service)?

Is there anything special or unusual about your family…cultural background, brothers, sisters, experiences together?

Please give a personal quote that has meaning to you (your philosophy of life, your ideals, your goals, etc).

**\*You may continue your answers on another sheet of paper if necessary, and attach to this form.**

Student Name      ID#

**TEACHER/COACH RECOMMENDATION**

Name of person completing form

How long have you known this student?

In what capacity?

**A) Intellectual Ability and Achievement**

1) How would you rate the candidate as to academic ability and motivation?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 (poor) | 2 | 3 | 4 | 5 | 6 (great) |
| Ability |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |

2) How would you rate his/her English expression in:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Poor | Below Average | Average | Above Average | Excellent | Superlative |
| Speech |  |  |  |  |  |  |
| Writing |  |  |  |  |  |  |

**B) Character and Personality**

In making the following ratings, please keep in mind that they will be used to compare this student with other students. Please make them as realistic as you can in comparison with your college preparatory students. We recognize that you may not be able to rate with the precision implied by “top 2 or 3 percent.” The figures are rough guides only.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | No Basis for Judgment | Below Average | Average | Good | Excellent(Top 10% but not 2 or 3%) | Truly Outstanding(Top 2 or 3%) |
| Energy and Initiative |  |  |  |  |  |  |
| Independence |  |  |  |  |  |  |
| Originality |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |
| Self-confidence |  |  |  |  |  |  |
| Warmth of Personality |  |  |  |  |  |  |
| Sense of Humor |  |  |  |  |  |  |
| Concern for Others |  |  |  |  |  |  |
| Reaction to Criticism |  |  |  |  |  |  |
| Reaction to Setbacks |  |  |  |  |  |  |
| Respect Accorded by Classmates |  |  |  |  |  |  |
| Respect Accorded by Faculty |  |  |  |  |  |  |

Name of Student      ID#

**PARENT/GUARDIAN COMMENTS (Brag Sheet)**

**SCHOLARSHIP/COLLEGE RECOMMENDATION**

1) What do you consider to be the outstanding accomplishments of your child during the past three or four years? Why did you select these as most important?

2) In what areas has your child shown the most development and growth during the past three or four years?

3) What do you consider to be his/her outstanding personality traits?

4) If you had to describe your son/daughter in five adjectives, what would they be?

5) Are there any unusual or personal circumstances which have affected your child’s educational experiences or personal experiences?

\*Please feel free to use a second sheet of paper if your comments do not fit into the space provided.

 Name of Counselor Parent Signature

bj/08/2008

LODI HIGH STUDENT ACTIVITIES RECORD

**Name       ID**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student GovernmentPositions Held:       | 09[ ] [ ] [ ] [ ]  | 10[ ] [ ] [ ] [ ]  | 11[ ] [ ] [ ] [ ]  | 12[ ] [ ] [ ] [ ]  | Organizations – community      | 09[ ] [ ] [ ] [ ]  | 10[ ] [ ] [ ] [ ]  | 11[ ] [ ] [ ] [ ]  | 12[ ] [ ] [ ] [ ]  |
| School Clubs/Organizations      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Church      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| Athletics – list positions held      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Employment – Description, weekly hours, weeks per year      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| Cheerleader, Drill Team, Color Guard       | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Awards, Honors, Other Achievements       | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| School Awards, Honors       | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Hobbies & Interests      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| Volunteer Activities      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Community Service      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| Other      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Other      | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |

**Mark an “x” in the grade column to show your year(s) of participation. mk/bj/08/2008**