

# College & Scholarship Recommendation Letter Request

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Requested for Completion: \_\_\_\_\_

Cell or Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Weighted GPA:  Unweighted GPA:  Class rank:

- Minimum of 2 weeks notice requested.
- Please provide an addressed stamped envelope when submitting this information.
- Each envelope needs to include the address of the college admissions office.

## A. Identify the College(s) you are applying to:

Does the college require a specific recommendation form? If so, please attach

1) \_\_\_\_\_

☐ Yes ☐ No

2) \_\_\_\_\_

☐ Yes ☐ No

3) \_\_\_\_\_

☐ Yes ☐ No

4) \_\_\_\_\_

☐ Yes ☐ No

5) \_\_\_\_\_

☐ Yes ☐ No

## B. Current Schedule:

Semester 1

Period	Subject	Teacher
1)		
2)		
3)		
4)		
5)		
6)		
7)		

Semester 2

Period	Subject	Teacher
1)		
2)		
3)		
4)		
5)		
6)		
7)		

### C. Activities And Experiences:

**1) List any Clubs, Organizations or Student Activities:**

[illegible]

## 2) Community Involvement:

[illegible]

### 3) Sports:

Sports:	Grades Participated				Did you Letter? (Y or N)	Award, Honor or Special Recognition/ Commendation:	Grades when Recognized			
	9th	10th	11th	12th			9th	10th	11th	12th

4) Additional Awards/Honors/Recognition: \_\_\_\_\_

### 5) Work, Volunteer Experience:

A. Do you currently work? ☐ yes ☐ no

If yes, Who is your employer? \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

What are your duties? \_\_\_\_\_

B. Previous work experience:

Employer: \_\_\_\_\_

Total time employed: \_\_\_\_\_

Job duties: \_\_\_\_\_

C. Career Choice \_\_\_\_\_

Course of study in College \_\_\_\_\_

D. AP/Honor courses \_\_\_\_\_

**D. Remind me of a special moment you had in my class?**

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**E. What have you accomplished so far in life that has given you the greatest sense of pride?**

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**F. Financial Assistance (optional):**

Do you have any financial, personal or academic circumstances that affect your ability to attend college? ☐ yes ☐ no

Please Explain:

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