

LETTER OF RECOMMENDATION PACKET

The purpose of this Letter of Recommendation Packet is to chart and record your academic, personal, social, and emotional growth. Please take your time and give yourself the opportunity to write as much about yourself as you can. Be thorough, thoughtful, honest, and candid in your self-evaluation. Strong and complete answers will help your evaluators write a compelling letter of recommendation.

Student Name: _____ Date of Request: _____

Student Email: _____

Important Reminders:

- ❖ *Counselors will begin accepting completed packets beginning **October 1st**.*
- ❖ *Students should submit the packet 2-3 weeks prior to their first college application deadline.*
- ❖ *If you are applying to a school that utilizes the Common Application, please remember to “invite” your Counselor to your account.*
- ❖ *If you have already written a personal statement or essay, you can attach that to this packet. This can be a great addition, which allows your counselor to get to know you a little better!*
- ❖ *If you are applying to a college/university that does not utilize the Common Application, don’t forget to request your official transcripts via Parchment!*

INSTITUTION INFORMATION

Please list the institutions for which you are requesting a recommendation

College/University/Scholarship Name	Application Due Date	Application Service			
		Common App	Coalition	SendEdu	College Website
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

IN-SCHOOL ACTIVITIES

Club/Sports/Activities	9 th	10 th	11 th	12 th	Position Held & Year (if applicable)
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

HONORS OR AWARDS RECEIVED DURING HIGH SCHOOL

Name/Description of Honors or Awards	9 th	10 th	11 th	12 th
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SELF-ASSESSMENT REFLECTIONS

How have you demonstrated a willingness to take intellectual risks and go beyond the normal classroom experience?

Do you have any unique competence, talent, or leadership abilities?

What motivates you? What excites you?

How would your teachers describe you? Your peers?

Have you ever experienced disappointment or failure? If so, how did you react?

Are there any unusual personal, family, or community circumstances of which we should share?

What subject area or major do you think you will study in college/university? Describe what interests you about this field.

TO BE COMPLETED BY PARENT/GUARDIAN

What do you consider to be the outstanding accomplishments of your child during the past three years? Why did you select these as the most important? Does not necessarily have to be school/academically related.

If you had to describe your child in 5 adjectives, what would they be?

Are there any unusual circumstances or events which may have affected your child's educational or personal experiences?

Parent/Guardian Signature

Parent/Guardian Contact Phone #