

# LETTER OF RECOMMENDATION REQUEST

**\*\* (Please note: 2 weeks minimum is required for completion of request) \*\***

**STUDENT NAME:** \_\_\_\_\_ **BEST CONTACT PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **DATE REC'D:** \_\_\_\_\_

**This letter is for:**

- college application
- scholarship application
- scholarship portfolio

**\*\* Students: the more relevant information you give your recommenders the better letter they can write for you. You can attach additional forms if necessary. In this case MORE IS MORE.**

**\*\* REMEMBER TO THANK YOUR RECOMMENDER IN WRITING!! \*\***

**ACADEMICS:**

Intended college major(s): \_\_\_\_\_

Possible long-range career plans: \_\_\_\_\_

Are you a part of any special programs (ie IB, Immersion, STTA): \_\_\_\_\_

List your honors, AP and IB courses: \_\_\_\_\_

\_\_\_\_\_

List your AP exams and scores: \_\_\_\_\_

**ACADEMIC AWARDS AND HONORS:**

**YEARS(S)**

	YEARS(S)

**EXTRACURRICULAR** (clubs, sports, community; include a description of involvement):

**YEAR(S)**

	YEAR(S)

**COMMUNITY SERVICE** (in and out of school, include hours of service):

**YEARS(S)**

	YEARS(S)



