

Recommendation Request Form

- *** Please allow a teacher a minimum of two weeks to write a recommendation.
- *** Please limit a recommendation to one academic teacher, one coach/advisor and one community person.
- *** Include a stamped envelope to the college if necessary.

Student's name _____	Grade _____
Teacher being asked to write the recommendation _____	
Name of school/scholarship/employer that is in need of a recommendation _____	
Date recommendation is needed _____	Current class rank _____ / _____ GPA _____

A. Please write out your current schedule:

P1. _____	P5. _____
P2. _____	P6. _____
P3. _____	P7. _____
P4. _____	

B. Please list any school clubs/teams/activities that you are a member of.

Activity	Any Leadership (captain, editor)?
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____

C. Please list any activities (jobs, church, organization, etc.) that you participate in outside of high school.

Activity	Any Leadership (manager)?
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

D. Please describe any honors or awards that you have received in the last four years.

E. Describe your future aspirations or goals.

F. Please send a thank you note to each person.