

# Letter of Recommendation Personal Data Form Instruction Page

First, be sure you need a letter of recommendation before you have someone write one as it is not always required. You **MAY** need a letter if:

- If you are applying to a private school (Common Apps require it)
- If you do not meet admission requirements
- If you have a low ACT or SAT score
- If you have a low GPA (grade point average)

## **DO'S AND DON'TS**

**DO** allow individuals at least two weeks to prepare your letter. Ample time is needed to complete your letter. You will not want anyone to rush through something this important!

**DO** ask in person!

**DO** write a thank you note for doing this. Individuals have the right to refuse your request.

**DON'T** expect anyone to write a letter for you without filling out Personal Data Form.

**DON'T** expect anyone to write a letter for you without sufficient notice!

*If you plan to ask more than one person for a letter of recommendation, stop in the Guidance Office – we'll copy your completed form so you can give it to the others as well.*

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# Letter of Recommendation Personal Data Form

Please use this form to request that a counselor, teacher or staff member write a letter of recommendation for you. The information provided will assist us in completing letters of recommendation, secondary school reports, and the counselor section of scholarship applications. List as much detail as possible for all questions.

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Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Reason for recommendation letter:    \_\_\_ College Applications  
    \_\_\_ Scholarship Applications  
    \_\_\_ Job Reference  
    \_\_\_ Other: \_\_\_\_\_

Letter to be addressed to:                \_\_\_ To Whom It May Concern

OR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Cumulative GPA: \_\_\_\_\_ Student ACT or SAT: \_\_\_\_\_

1. What are your post high school plans? Include schools to which you are applying and intended field(s) of study.

2. What are your tentative career goals?

3. What do you see as your most outstanding accomplishment during high school?

4. List your main co-curricular activities:

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade

5. Describe any leadership positions that you have held, or special honors/awards that you have received.

6. List community activities or service projects during high school and number of months/years volunteered. Which activities were most meaningful? Why?

