

# Student Information Form for Letter of Recommendation

Name: \_\_\_\_\_

Date \_\_\_\_\_

Purpose of this letter:

\_\_\_\_ College Admission Application    \_\_\_\_ Scholarship / Award Application    \_\_\_\_ Other: \_\_\_\_\_

What are your future goals and plans?

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## Academic Honor

List any academic honors you have received in high school.

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## Extracurricular Activities

List extracurricular activities. Be sure to include years of participation and any leadership positions, committee assignments or awards. Consider the following: NHS, Bluestreak Buddies, Dare Role Model, Key Club, Stucco, Class activities, Drama, Band Clubs etc.

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## Co-Curricular Activities

List co-curricular activities. Be sure to include years of participation and any leadership positions, committee assignments or awards. Consider the following: Yearbook, Band, Choir, Links, and Leadership.

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## Community Involvement and Service

List or describe your involvement in community, civic, church or other service-related activities. Consider clubs like 4-H, Boy Scouts, etc. Additionally, add any related positions of leadership or awards.

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**Athletics**

Grade	Sport	Leadership Position	Awards

**Part-time Job(s)**

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**Leadership or Service experience (optional)**

Briefly share about a leadership experience or service opportunity that you are particularly proud of.

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Is there something else you feel I should know about you, the nature of this letter or your specific situation?

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When is this letter of recommendation due? \_\_\_\_\_

Please list all the schools and scholarships that you will be using this recommendation for:

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***I need at least a week to complete your letter of recommendation. Please plan accordingly.***