Request for Letters of Recommendation
Student Personal Data Form

It is IMPORTANT that this form be filled out accurately and completely to aid those preparing recommendations for your college and/or scholarship applications.

DEADLINES: October 1st – for Early Action/Early Decision Applications
December 1st – January 1st Applications
Beyond that, out of consideration, we ask that you give us a two-week notice.

Student Name ________________________________________________________________________

Email address ________________________________________  Cell phone number ______________________

Test Scores

SAT I: Rd ____________ Math ________ Wr __________ Date Taken ________________

SAT II: ______________  ___________  ___________  ___________  ___________  ___________  __________

ACT: _____________________________________________________________________________________________

List four words or phrases that describe you.
1. ______________________________________  3.  _____________________________________
2. ______________________________________  4. _____________________________________

List four teachers or staff members who know you well.
1. ______________________________________  3.  _____________________________________
2. ______________________________________  4.  _____________________________________

Describe your college/career plans.
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, Math, Physics, etc.)
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held)
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
List any awards and/or honors you have received.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Describe community service or church activities in which you have participated.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Describe work or volunteer experiences you have had.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Describe your travel experiences.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

If there is something special or unique about you, which you would like to have mentioned in the letter, please explain.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

Discuss your personal and professional goals.

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

**Writer Information**

Here is a list of criteria that you may wish to consider in your evaluation:

- scholastic ability
- reaction to criticism
- emotional stability
- cooperation
- integrity
- motivation
- initiative
- leadership qualities
- maturity
- personality

You may also wish to include:

1. Examples or anecdotes to illustrate character or judgment of the student.
2. Comment on the accuracy of your first reaction to this student. Do you still feel the same? Why?
3. Reasons why this student is particularly qualified for the opportunity at hand.
4. Keep a copy of the letter for yourself in case another is needed.