

Letter of Recommendation/ Secondary School Report Request

--Minimum of one week advance notice required--

Fill-out completely, follow all instructions and return to your counselor with pre-addressed, stamped envelopes. Notice: Counselors must personally mail all letters and forms.

Last Name:	First Name:	ID Number:
------------	-------------	------------

Deadline for this letter/form: _____
(Please provide at least 1 week of lead time, same day requests are not granted.)

Fill out all forms completely and sign them before submitting them to your counselor.
(Include stamped & address envelope for all letters to be mailed.)

If you have multiple recommendation requests, please provide as many of them at the same time, if possible.

1. What major are you considering and why?

2. What is your career goal?

3. Colleges/Scholarships requiring a letter of recommendation:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

4. Four words you would use to describe yourself.

1. _____ 2. _____ 3. _____ 4. _____

5. Four words your friends would use to describe you.

1. _____ 2. _____ 3. _____ 4. _____

6. Awards earned (briefly describe each)

7. Are there any outside distractions that have interfered with your academic performance?
Consider such things as family problems, health, after school work responsibilities, etc.

8. List your school activities including clubs, athletics, and/or band (what instrument). Circle each grade you participated in the activity and any leadership positions held:
9 10 11 12

9 10 11 12

9 10 11 12

9 10 11 12

9. What are your academic strengths?

10. What are your personal strengths?

11. Are you in CSF? _____ NHS? _____

12. Discuss any volunteer, community service, church activities, etc.

13. Out of all your accomplishments and achievements, which are you most proud of and why?

14. Discuss anything else that you consider special about yourself, something that I might not know, something you feel will help me when I am writing your letter of recommendation.

If you are applying through the **Common Application**, your transcript will be uploaded for you without further action. If you are not using Common Application, you will need to send your own transcript by using Docufide (go to LOHShelp.com, click on Docufide to order your official transcript.)

LOHS does not send out SAT, SAT II, or ACT scores. Students must request scores sent via collegeboard.com or ACTstudent.org