

COUNSELOR RECOMMENDATION FORM

Student Data Sheet

Name: _____ Date: _____

Counselor: _____ Vocational Major: _____

Please fill out this form and return it to your Guidance Counselor. The information you provide will be used by your counselor to write your college letter of recommendation. The information you gather will also help you complete your applications, write your essay, and prepare for interviews.

What would you like the Admissions Committee to know about you, i.e. who you are, what you value, what your goals are and what contributions you will make to their college.

What factors (personal, family, social, academic) contributed to your performance, positively or negatively?

Looking back, how would you describe your high school experience both academically and personally?

Is your transcript an accurate reflection of your ability?

Is there anything in your transcript which you feel warrants clarification? If yes, please explain.

If known, what do you plan to pursue as a college major?

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To what colleges do you plan to apply?

- | | |
|-----------|-----------|
| 1.) _____ | 4.) _____ |
| 2.) _____ | 5.) _____ |
| 3.) _____ | 6.) _____ |

List the **extracurricular activities** (sports and clubs) in which you have participated.

Extracurricular Activity	Year(s) Participated	Position held/honors and awards
1.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____
2.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____
3.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____
4.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____
5.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____
6.) _____	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	_____

List the **out-of-school activities** in which you have participated. Include town athletics, hobbies, lessons, leisure time activities, as well as religious, volunteer and community service activities. (i.e. Eagle Scout, etc.)

Activity	# of Years (starting to end date)	Hours/Week
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

List all the **jobs** you held from ninth grade to present.

Place of Employment	Position	Hours/Week	Dates Employed
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____

Please list any summer study, travel, volunteer work or other summer experiences you have had or plan to have during high school.

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Below is a list of adjectives used to describe an individual. Please review this list and choose 5 adjectives that best describe you and give an example of each below. Since it can be difficult to evaluate yourself, feel free to consult friends, family or teachers for their input.

Informal	Patient	Thoughtful	Sincere
Diplomatic	Ethical	Dynamic	Quiet
Attentive	Confident	Energetic	Popular
Sociable	Curious	Articulate	Organized
Talkative	Flexible	Artistic	Practical
Courteous	Intelligent	Sensitive	Trustworthy
Mature	Responsible	Amusing	Team Player
Self-Motivated	Leader	Reliable	Problem Solver
Hard-Working	Listener	Independent	Open-Minded

List 5 adjectives that best describe you and give an example of each.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Please comment on any additional areas that you feel should be mentioned in your recommendation.

Please print and submit this form to the Guidance Office.

Minuteman High School
758 Marrett Road, Lexington, MA 02421
ph. 781.861.6500 fax 781.861.6019

Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7360.