

**Letter of Recommendation (LOR) Request Form**

*This form should be submitted to LOR writer at least two weeks prior to due date.*

**Please complete all information below to help the LOR writer have accurate, up-to-date information about you.**

Student Name: \_\_\_\_\_ Date LOR Request Form given to teacher: \_\_\_\_\_

Teacher Writing LOR: \_\_\_\_\_ Date LOR due: \_\_\_\_\_

Current GPA/Rank (if known): \_\_\_\_\_ Return LOR to:  Student  Guidance Office  
 Mail (stamped/addressed envelope attached)

LOR is for what school/scholarship? \_\_\_\_\_

<p>What school-related clubs/organizations have you been involved with at NBCHS (grades 9-12)? Include any awards/honors/leadership roles, if applicable.</p>	<p>What community organizations/lessons have you been involved with (grades 9-12)? Include any awards/honors, if applicable.</p>
<p>What athletic programs have you been involved with, at NBCHS and/or in the community, in grades 9-12? List any awards/honors, if applicable.</p>	<p>List all community service activities you've been involved with. Focus on grades 9-12, unless you've been with same organization for longer; then indicate start date/year.</p>

Do you work outside of school?    YES   /   NO

If yes, where? \_\_\_\_\_

Length of employment? \_\_\_\_\_

Average hours per week? \_\_\_\_\_

Other information you'd like LOR writer to know about your work history?

What do you consider your greatest strengths?

What qualities do you most want college/scholarship committees to know about you by reading this Letter of Recommendation?

Any additional info you'd like LOR writer to have?