

Letter of Recommendation Request – Submit at least 3 weeks BEFORE due date

Complete this form electronically and save file as your name followed by LOR, (example “Glenda Wilson - LOR”) and email to your counselor or share as a google file. *If you feel a question does not pertain to you it can be left blank BUT the more context you share, the more complete picture I can paint for an admissions team or scholarship committee.*

Student Name:

Private schools you are applying to:	Application deadline :	Indicate Common App or School Form

1. Mother/Parent 1/Guardian occupation and employer:

2. Father/Parent 2/Guardian occupation and employer:

3. Number and ages of siblings who are supported by your parents and anyone else residing in your home:

4. If your parent(s) attended college, where did they attend? Please indicate if they graduated or not.

5. Describe your family and how your family style/situation has impacted your development:

6. Describe anything about your family (culture, interests, activities, size, etc.) that has had an impact on your own interests, concerns, and/or educational goals:

6(b). If you are applying for scholarships, please describe your family's financial circumstances. Include estimated income, other expenses that make a difference, work situations; basically anything that can give me a full picture of what will impact how you pay for college.

7. What are your special talents, abilities or interest? Don't say 'none'! Think outside the box!) Please note how long you have been involved with these areas:

8. What is it about school that has provided you the greatest struggles? Is there something you learned about yourself in the process of working to overcome the struggle?

9. Is there something about school you feel comes a little easier for you? Have you used your skill/comfort in this area to help others?

10. Describe an accomplishment (major paper, project or experiment, personal accomplishment, etc.) that you are most proud of and explain why.

11. At this time, have you decided upon a college major and/or career? If so, what are they and why?

11(b). Have you participated in any activities or experiences related to this major/career?

16. List two experiences which have had the greatest impact on your life. Explain why.

17. Highlighting leadership is so important!!!! Describe one or two **SPECIFIC** ways you have shown leadership, feel free to keep thinking outside that box - you don't need a title to show leadership!

18. The next page will ask you to outline your extracurricular activities. Please describe the one or two activities that have impacted you the most. **Be sure to note what your involvement in the activity/club/group was and why it made such an impact on you. BE SPECIFIC!**

19. Is there anything you would like to tell me about this is not covered in these questions? Is there something specific you would like me to focus on or highlight in your letter?

PARENT INPUT REQUESTED

Please share these questions with your parent/s. Oftentimes families can share a different perspective on your high school journey and insights into who you are that you are too modest to share 😊 They can narrate to you and you can type, or you can ask them to type in here.

Parents: No one has known your child longer than you have. Please help me to know him or her better by providing the information requested below. Use stories and examples, if possible, when describing characteristics and qualities of your child. If you have a special concern to share with me, but do not wish to add it here, please contact me directly via email.

Parent name:

What three adjectives best describe your child? Please share examples.

Of which of your child's accomplishments are you most proud?

Are there any obstacles your child has overcome that you would like to share?

What are his/her greatest strengths?

His / her greatest weaknesses

When reviewing your child's application, what is the most important fact the admissions team should be aware of? What sets your child apart from the rest?

Are there any special circumstances about which I should know? (i.e., single parent family, major illnesses of student or family members, job loss, disabilities, etc.)

Additional information or comments: