



DANSVILLE HIGH SCHOOL COUNSELING OFFICE

STUDENT PERSONAL DATA SHEET

Please fill out the information on both sides of this sheet to better assist the person you have requested to write a letter of recommendation for you. Be sure to include what your letter will be used for (the name of the college or scholarship and deadline date) so that the writer can personalize your letter.

Your Name: _____ Date: _____

Desired Major: _____ Intended Career: _____

HONORS, ACCELERATED, AND/OR GCC COURSES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND/OR AWARDS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY SERVICE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PAID WORK EXPERIENCE

_____	_____	_____
_____	_____	_____

OTHER INFORMATION YOU'D LIKE TO SHARE

If this recommendation letter is not being sent through Naviance, you must attach (to this data sheet) a stamped envelope with the address to where the recommender should send your letter directly.

Recommendation for: _____ Deadline: _____

Your Name: _____

Date: _____

Below is a listing of items that can be included in a letter of recommendation. Under each category is a list of clubs, activities, and other organizations that you may have been involved with during your high school career.

Please circle the grades you were in if you participated in any of these school related topics.

SPORTS

Baseball	9 10 11 12	Golf	9 10 11 12	Tennis	9 10 11 12
Basketball	9 10 11 12	Skiing	9 10 11 12	Track	9 10 11 12
Cheerleading	9 10 11 12	Soccer	9 10 11 12	Volleyball	9 10 11 12
Cross Country	9 10 11 12	Softball	9 10 11 12	Wrestling	9 10 11 12
Football	9 10 11 12	Swimming & Diving	9 10 11 12		

Were you a Team Captain?

Sport: _____ Grades: _____
 Sport: _____ Grades: _____

Sport: _____ Grades: _____
 Sport: _____ Grades: _____

ACADEMICS

Honors Academy	9 10 11 12	NAHS Member	9 10 11 12	NJHS Member	9 10 11 12
ICE Comp Team	9 10 11 12	Nat'l Business Hon Soc	9 10 11 12	Voc Tech Hon Soc	9 10 11 12
		NHS Member	9 10 11 12		

MUSIC

All-County Band	9 10 11 12	Auxiliary-Color Guard	9 10 11 12	Concert Band	9 10 11 12
All-County Chorus	9 10 11 12	Auxiliary-Dance Team	9 10 11 12	Drum Line	9 10 11 12
All-State Band	9 10 11 12	Auxiliary-Twirlers	9 10 11 12	Jazz Band	9 10 11 12
All-State Chorus	9 10 11 12	Chorus Member	9 10 11 12	Marching Band	9 10 11 12
		Chamber Singers	9 10 11 12		

CLUBS & ACTIVITIES

All-County Art Show	9 10 11 12	Environmental Club	9 10 11 12	Pony Express Leader	11 12
Archery Club	9 10 11 12	FBLA Club	9 10 11 12	Robotics Club	9 10 11 12
Art Club	9 10 11 12	History Club	9 10 11 12	Ski Club	9 10 11 12
Best Buddies	9 10 11 12	Interact Club	9 10 11 12	Student Council	9 10 11 12
Chess Club	9 10 11 12	International Club	9 10 11 12	Student Lighthouse	9 10 11 12
Class Council	9 10 11 12	Mock Trial Club	9 10 11 12	Technology Club	9 10 11 12
Drama Club/Musical	9 10 11 12	Newspaper Club	9 10 11 12	Yearbook Staff	9 10 11 12

Did you hold a Leadership Position for ANY Academics, Music, or Clubs & Activities?

Club: _____ Grades: _____
 Position: _____
 Club: _____ Grades: _____
 Position: _____

Club: _____ Grades: _____
 Position: _____
 Club: _____ Grades: _____
 Position: _____

OTHER

Boy's State Delegate	11	Foreign Exchange	9 10 11 12	Girl's State Delegate	11
Boy's State Alternate	11			Girl's State Alternate	11

** Please remember to allow AT LEAST two weeks for a recommender to write your letter of recommendation. **

Recommendation for: _____

Deadline: _____