

**COUNSELORS' OFFICE  
STUDENT REQUEST FOR RECOMMENDATION**

**STUDENT'S NAME**

\_\_\_\_\_

Last

First

**TODAY'S DATE**

\_\_\_\_\_

I am requesting that my counselor (check **ALL** that apply):

\_\_\_\_\_ Write a letter of recommendation (you **MUST** provide me with a copy of your resume`).

\_\_\_\_\_ Fill out the attachment form.

**Name / Address of College or Scholarship:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHEN REQUESTING A LETTER OF RECOMMENDATION, PLEASE GIVE YOUR  
TEACHER/COUNSELOR AT LEAST 3 WEEKS NOTICE.**

\_\_\_\_\_ I am requesting a transcript from the **Registrar's Office** at Cypress Creek High School.

\_\_\_\_\_ This recommendation will accompany the requested transcript and I have checked at the bottom of the Transcript Release Form will out my counselor's name (to hold for this paperwork from you.)

\_\_\_\_\_ I HAVE / WILL (circle one) turn(ed) in my resum to my counselor.

\_\_\_\_\_  
Signature

**SO TELL ME . . .**      **Date:**\_\_\_\_\_

**Biographical Information Sheet**

Please fill out this form as thoughtfully and thoroughly as possible. Your answers to the questions will help your counselor write a good letter of recommendation. **NOTE:** A minimum of 3 weeks is the required time for completion of a letter of recommendation.

Name\_\_\_\_\_ ID#\_\_\_\_\_

College major or area of interest\_\_\_\_\_

To which colleges do you plan to apply?

\_\_\_\_\_  
\_\_\_\_\_

Are there financial needs/difficulties that could qualify you for financial assistance for college? Please explain. \_\_\_\_\_

\_\_\_\_\_

I. List at least FIVE adjectives that you feel best describe yourself. After each adjective briefly give an explanation or experience that demonstrates your choice.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

II. What do you consider to be your greatest strengths? Explain\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. What do you consider to be your great weakness? Explain** \_\_\_\_\_

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**Self-description – Part two**

**Please complete the following unfinished sentences:**

**1. The thing I like best about myself is**

**2. I am particularly good at**

**3. Something I am striving to become/be is**

**4. I am concerned about**

**5. In a group, I am often the one who**

**6. People who know me well think I am**

**7. In my free time I like to**

**8. The best book(s) I have ever read is/are:**

**9. I believe I will be successful in college because:**

**10. My favorite volunteer activity has been (any why):**

**11. What are your favorite classes and why?**

**12. How do you think your teachers see you as a student?**

**13. Which Cy Creek faculty members do you feel know you best?**

14. How well do you feel your grades during high school reflect your true ability as a student?

15. Are there any factors or extenuating circumstances that have prevented you from doing your best academically?

Attach a resume` indicating your leadership activities in high school both in and outside of school. Include any honors or awards you have received during high school, summer institutes and workshops, any volunteer activities) with hours of participation) and employment with dates of employment.

### **EXTRACURRICULAR INVOLVEMENT**

What school activities have you been involved in? Have you been a captain or an officer? What honors or awards have you received? What have you learned from your experiences?

Describe any out-of-school activities, other than work experiences, which you have been involved in. (Include recreational sports, artistic pursuits, church, social or community service, scouting, etc.)

How long have you participated? What leadership roles have you assumed? What do these activities mean to you?

What is your most meaningful volunteer experience and why?

## **WORK EXPERIENCES**

**Please describe any work experiences you may have had. Include your responsibilities, hours worked, etc.**

## **SUMMER EXPERIENCES**

**Have you traveled or had any unique summer experiences? Describe what you learned.**

## **COLLEGE PREFERENCES**

**What do you hope to gain from your college experience? Why?**

**What do you think is most important for colleges to know about you? What would you say about yourself to an admission committee? Don't be modest!!!!**

**I gave my teacher evaluations to these two teachers:**

\_\_\_\_\_ & \_\_\_\_\_

## Teacher Evaluation to Counselor

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Return to \_\_\_\_\_ Subject \_\_\_\_\_

Note to the student: The above must be filled out before giving this information sheet to your teacher. This is not the same as asking your teacher to write a recommendation later.

To the Teacher: I am writing a recommendation for the student named above and I need your help. You know this student; therefore your input is crucial to me to write a comprehensive evaluation.

In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire class. Please check the single most appropriate box.

This student will not see this evaluation.

Average or below	Good (above average)	Excellent (top 10% this year)	Outstanding (top 5% this year)	One of the best I have encountered in my career		No knowledge
					Academic motivation	
					Academic creativity	
					Academic Self-Discipline	
					Academic Growth Potential	
					Leadership	
					Sense of Responsibility	
					Self-Confidence	
					Warmth of Personality	
					Sense of Humor	
					Concern for Others	
					Energy	
					Emotional Maturity	
					Personal Initiative	
					Reaction to Setbacks	
					Respect Accorded to Faculty	

### Summary Evaluation

First words that come to mind to describe applicant \_\_\_\_\_

Strengths in your class \_\_\_\_\_

Notable personal characteristics \_\_\_\_\_

Please give an anecdote which illustrates what this student has said or done to "stand out from the crowd." (This part is very important – please do not omit!)

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