



Assistant Principal or Counselor COLLEGE Recommendation Letter

Date Received: _____

**Students are encouraged to turn this in to their Assistant Principal or Counselor
2 weeks prior to recommendation deadline**

Student Name: _____ Cell # _____

Student Email: _____

Students must provide information on the following items so we can accurately describe you. Be sure to think about who you are and where you are headed. Do not limit your discussion only to what has happened to you in school. Include experiences drawn from any part of your life and include specific examples whenever possible. Also, include awards received and the extent of your involvement in the activity (ie: offices held, committees served on, etc.) The more you say about yourself, the more we can say about you. Thank you!

Colleges you are applying for: _____

Career interest(s): _____

Long term goal-academic: _____

Long term goal – personal: _____

Academic achievements/awards: _____

Athletics: _____

Fine Arts: _____

Clubs/Activities: _____

Job: _____

Community/Church: _____

Volunteer work: _____

Hobbies: _____

What is unique about you? _____

What would be important for others to know about you and your study/work habits, ethics and leadership skills? _____

Attach additional sheets if necessary.

Assistant Principal (AP) or Counselor Request for College Letters of Recommendation

- Some schools don't require letters of recommendation and actually don't want them. **Don't send letters unless it is requested on the application**, and only send the amount of letters that are required. It may work against students if the directions are not followed **exactly!**
- Please check application instructions carefully. Completely and honestly fill out college applications and recommendation forms. Advise A.P. of all online directions as needed.
- Download the form to complete from the Career Center home page
<https://lnhs.isd194.org/career-center/career-center>
- Give Assistant Principal or Counselor at least **two weeks to complete.**
- Provide a stamped envelope addressed to where you want the recommendation sent and attach it to this recommendation letter.
- DO NOT put a return address on the envelope. LNHS will need to make it official.
- Understand that most of the time the letters being sent will not be viewed by you. Discuss this with your Assistant Principal or Counselor if needed.
- Fill out the form completely. Be thorough, honest, and include ALL of your activities and awards. Type or print neatly.
- Thank the A.P. or Counselor for taking the time to help you accomplish your goals.
- Remember to tell the A.P. or Counselor where you were accepted to college!