



GUIDANCE COUNSELOR REQUEST FORM

Academic Information Sheet for Letters of Recommendation

Name: _____ Student ID: _____

Guidance Counselor: _____

Please complete the following information and submit it to your counselor. Remember to give the counselor at least **TEN BUSINESS** days to write a recommendation.

1. What are your educational/career goals?
2. Have you chosen a major? If so, what?
3. List any awards of honors you have received-Please include the grade you received it:
4. List your activities in school. Include leadership positions held, clubs, sports, dance, drama, etc. and the grade you participated:
5. List your activities OUTSIDE of school. Include leadership positions held, clubs, sports, dance, drama, etc. and the grade you participated:

6. Have you been employed? Where? For how long?

7. List any community service activities in which you have been involved. Include leadership positions-Example: did you spear head the activity?

8. Describe your personal strengths and personal values.

9. List at least 3 adjectives which describe you:

10. Include a brief personal experience which exemplifies one of your strengths, which could be used in your letter of rec. For example: A time you helped a friend.

11. Add any other important information you would like us to share with your college. Include any special circumstances.