Personal Data Form

Please complete this form when requesting letters of recommendation. You may need a letter of recommendation for college applications, scholarships and other senior activities.

DIRECTIONS:

- Make a copy of the Personal Data Form in your Google Docs and name it "Firstname.Lastname data form.
- Answer all questions thoroughly.
- When completed, share a copy of the document with your counselor and any other individual you have asked for a recommendation letter.
- **PLEASE NOTE: All requests for letters should allow AT LEAST 10 SCHOOL DAYS in order to give time to the recommender to complete the recommendation.**

Personal/Academic Information

Name	Email

OPTIONAL
SAT Overall Score
ACT Test Overall Score

List the courses you are scheduled to take your senior year.

1st trimester	2nd trimester	3rd trimester

List all the post – secondary options you are considering.

University/College/Community College/Trade School		

What is your intended major or area of study in your post-secondary plans? Describe your interest.

What is your intended career goal at this time? Describe your interest.

School Activities, Sports, or Clubs	Year of Activity				Description of Activity and any Leadership Positions.
	Gr. 9	Gr. 10	Gr. 11	Gr.12	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Community Activities (volunteer) and Community Service	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Work Experience (paid)	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

Special Recognition, Awards, Honors (Academic & Extra-Curricular)	School Year Received				Description
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐	☐	

List <u>three words</u> that you would use to describe yourself. <u>Explain</u> each with several sentences.

1.

2.

3.

What special talents (music, sports, theatrical, dance, art, video, technology) do you possess? <u>Explain</u> each with several sentences.

What obstacles (family, personal, illness, financial, etc.), if any, have you encountered? How did you overcome this obstacle? Explain with several sentences.

Do you feel that your academic record is an accurate reflection of your ability? Why?

******OPTIONAL******

Please note any additional information that may be helpful to your counselor or teacher in writing your letter recommendation.

Reminder: this needs to be shared with your counselor and any other individual that you have requested a recommendation letter.