



# GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY

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Susan Heiken  
Superintendent

Sybil Girard  
Director/Principal

## Letter of Recommendation Request Form

*Please accept this as a formal request for a letter of recommendation.  
Thank you in advance for your time and assistance!*

**STUDENT NAME:**

**PROGRAM:**

**GUIDANCE COUNSELOR:**

If this recommendation is for college, please SKIP. If it is for a scholarship, please put the information below.

Name:

Address to be mailed to:

OR e-mailed to:

Contact Person/Department, if applicable:

**I AGREE**  *Students must complete the form in its entirety to assist teachers/others in personalizing a recommendation letter. As the requester, I know this request must be provided three (3) weeks before the date needed. I will also notify my teachers/others how to submit their letter.*

Date of request:            My first college deadline:

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1. Are you the first in your immediate family (household) to attend college? Yes  No

2. Why did you choose GCIT and your program?

3. What are your intended major and future goals?

4. How do you describe your work ethic as a student in an academic setting?

5. How do you describe your personal character? How would friends or family describe you?

6. Choose one to share:

Describe how you have grown as a high school student from freshman year to now

Describe your best learning or “aha” moment (i.e., a class, subject, or experience that was challenging, initially, but you learned from it)

Describe a serious or challenging situation and how you handled it

Describe a personal experience that has affected your time in high school

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**Teachers:** A great letter of recommendation from the teacher mostly highlights the student's character, work ethic, performance and success in your class. While activities are listed on the college application, please only refer to the following information for added context.

**Student:**

What is your Class Rank?            out of

Are you on track to graduate with an Associate's Degree from RCSJ?    Yes

List any school-affiliated programs or sports you are involved in, grade levels you participated in them, and any awards, honors or distinctions you have earned in them.

List any out-of-school/community activities or work you are involved in, grade levels you participated in them, and any awards, honors or distinctions you have earned in them.

Any additional information you would like to your recommender to know, or something that you feel sets you apart from other applicants: