Temescal Canyon High School

Request for Letter of Recommendation

Students:

When requesting a letter of recommendation:

- Make a copy for your files
- Give the teacher or counselor at least 2-3 weeks to complete
- Remind the teacher or counselor of the due date
- THANK the person writing your letter

Basic Information:

Student Name _____

Student Email address _____

Counselor _____ **Due Date** _____

Purpose for recommendation (Circle **one**): College Scholarship Job Other_____

I am living with (check all that apply)

_____ Father _____ Mother _____Step-father _____ Step-mother _____ Other

_____Guardian (name and relationship) _____

Mother's occupation_____ Employer_____

Mother's highest level of education (check one)

___didn't complete high school ___ high school graduate ___ some college ___ college degree

Father's occupation_____ Employer_____

Father's highest level of education (check one)

___didn't complete high school ___ high school graduate ___ some college ___ college degree

Will you or your siblings be the first in your family to earn a college degree? _____

How many members of your family will be attending college during your freshman year?_____

What special circumstances or challenges have you faced during high school? _____

_____

_____

What are your personal and educational goals? _____

_____

What do you plan to study in college and why? _____

_____

Why is education important to you? _____

_____

What do you see yourself doing 10 years from now? _____

_____

What else, about yourself, is important for the writer of your letter of recommendation to know?

_____

_____

Academic Record: Cumulative GPA: _____Class Rank : _____ out of_____

What AP/Honors/IB classes have you taken? _____

_____

What AP/IB exams have you passed? _____

_____

Academic Honors:_____

_____

Favorite class:_____ Why? _____

_____

Community Service: (include additional pages if necessary)

Activity	Organization served	Total Number of hours

Activities: Please include Clubs, Teams, Organizations, etc. (both in school and in the community) include honors, awards, leadership roles, length of involvement, etc.

Freshman Year
Sophomore Year
Junior Year
Senior Year

Which activity/award has had the most significance to you and why? _____

_____

_____

Work Activities:

Job	Dates Worked	Hours per week	Responsibilities

Other information:

If you were to write your own letter of recommendation what would you include?

_____

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