Request Form

**Letter of Recommendation**

**Sheldon High School**

# Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Check this box if this is for a job recommendation

**1.) Does the College or Scholarship you are applying for require letters of recommendations?**

 **If yes – follow these steps**

* Step 1: Fill out 1 Request Form (Make an appointment with your counselor to have additional copies made)
* Step 2: At least 2 weeks before deadline, schedule a meeting with your counselor/teacher
* Step 3: Gather College or Scholarship Recommendation Forms, fill them out completely, sign and date.
* Step 4: Address Envelopes, Place Stamps on Envelopes (You need an envelope for each letter requested)
* Step 5: Meet with your counselor or teacher with all of the above documents ready.
* Step 6: Order official transcripts from Jan Gordon – the Registrar. $1- you mail, $2 – school mails.

**2.) Are you doing the online Common Application?**

 **If yes – follow these steps.**

* Step 1: Create a Common Application account online at https://www.commonapp.org
* Step 2: Fill out Sheldon's Request Form (take to your counselor to have additional copies made)
* Step 3: At least 2 weeks before deadline, schedule a meeting with your counselor/teacher.
* Step 4: On your common application account, fill in the contact information of your counselors and

teachers who are writing your recommendation.

* Step 5: Check back with your counselor/teachers to make sure they received the online request.

**3.) Do you need a Mid Year or End of Year Report from your Counselor?**

 **If yes – follow these steps.**

* Step 1: Have mid-year or end of year report forms ready.
* Step 2: Schedule an appointment with your counselor/teacher 2 weeks prior to deadline.
* Step 3: Bring form and stamped addressed envelopes for each report needed.
* Step 4: Order official transcripts from Jan Gordon – the Registrar. $1- you mail, $2 – school mails.

# Colleges you are Applying to by deadline: Common App. Stamped

#  Online? Addressed

#  Envelope?

Name: Deadline: Y / N Y / N

Name: Deadline: Y / N Y / N

Name: Deadline: Y / N Y / N

Name: Deadline: Y / N Y / N

Name: Deadline: Y / N Y / N

Name: Deadline: Y / N Y / N

**Scholarships you are applying for:**

Name: Deadline:

Name: Deadline:

Name: Deadline:

Name: Deadline:

**Teachers/People who know you well:**

 \_\_\_\_\_\_

Student information to be included in the recommendation: *If something does not apply to you, please write N/A in the space provided.*

1. Describe one or two experiences that have contributed to your intellectual/academic development since entering high school. In other words, what happened during high school that really got you excited about learning?

2. List two extracurricular activities that you have found to be the most meaningful. Explain why they have been important to you and how you affected others.

3. Describe your strengths. (Academic, social, personal, skills, qualities…..)

4. What makes you unique? What makes you stand out above the rest?

5. What are your college / academic / educational goals?

6. What are your career / professional goals? This is more of a long term goal.

7. How would you make the University you attend or the society you live in a better place because of your uniqueness?

8. List 3 adjectives that describe you and why. Give specific life examples.

9. How would your teachers or other professionals describe you?

10. Please list any other specific information you would like to have included in your recommendation:

11. How do you deal with setbacks? Specifically if you had difficulty during any time in high school and it shows on your transcript by lower grades or lack of courses, think about how you could explain that to your school counselor so they could possibly write an explanation in your letter.