**Request For Letter of Recommendation**

***Do not include this sheet in your Student Portfolio.***

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| --- | --- |
| Student Name: |  |
|  |  |
| Contact Phone: |  | E-mail: |  |

**Instructions to the Student:** To better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter. *You may attach additional information to this form, such as a cover letter.*

 ASD Student Portfolio College Scholarship Other (circle one)

|  |  |
| --- | --- |
| Student needs letter by: |  |

 Upon completion please: Return to student Mail in enclosed envelope (circle one)

**Instructions to Writer of Letter of Recommendation:**

*The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume'. This form is only to spark ideas about the student.*

*Academics:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GPA: |  | Class Rank: | / | SAT Composite: |  | ACT Composite: |  |

Intended College Major(s):

Long Range Career Plans:

* *Special interests, hobbies, or talents:*

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* *What do you consider your strengths as a person and as a student?*

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* *Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.*

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* *Advanced Coursework (honors, college prep, AP courses):*

 Year Course Year Course

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| --- | --- | --- | --- |
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* *Academic awards or honors and when you received them:*

 Year Recognition

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* *Community Service: List your in-school and out-of-school community service and total hours of service:*

 Year Description of Service

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| --- | --- |
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* *Extracurricular: List your in-school and out-of-school activities and years of participation:*

 Year Description of Activity

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| --- | --- |
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* *Work experience:*

 Year Description of Experience

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| --- | --- |
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**PARENTS – BRAG ABOUT YOUR CHILD!**

**PARENTS and GUARDIANS:** You have unique knowledge and insights about your son/daughter that may be helpful to us when writing letters of recommendation. Please provide any information you wish; it is optional and you should not feel compelled to answer every question. While colleges and employers do not consider recommendations from parents during the application process, we welcome your unique input that may improve our letter about your child.

Colleges and employers frequently ask for several words that best describe an applicant. What words would you choose to describe your son/daughter?

In what area(s) has your child shown the most development or growth in the last four years?

In your opinion, what is the one characteristic that defines your child?

What are one or two things that you can say about your child that he/she won’t say?

Are there any challenges that might have affected your child’s educational experience?