

**SHS LETTER OF RECOMMENDATION REQUEST FORM**

Name: \_\_\_\_\_ GPA: \_\_\_\_\_

Highest ACT: \_\_\_\_\_ Class Rank/Total Students: \_\_\_\_\_

What is this letter for (college, scholarship, etc)? \_\_\_\_\_

To whom should it be addressed? \_\_\_\_\_

When is the letter needed from the teacher? \_\_\_\_\_

When is the actual due date of the application? \_\_\_\_\_

Is there a specific quality the letter should address? \_\_\_\_\_

List the courses you are currently taking. \_\_\_\_\_

\_\_\_\_\_

List extra-curricular programs with which you have been involved and which years. \_\_\_\_\_

\_\_\_\_\_

List all awards and honors you have received in high school. \_\_\_\_\_

\_\_\_\_\_

What officer positions or leadership roles have you held and what years? \_\_\_\_\_

\_\_\_\_\_

Please list your work experience. \_\_\_\_\_

\_\_\_\_\_

Please list any community service activities with which you have been involved. \_\_\_\_\_

\_\_\_\_\_

Please list any leadership roles you've had in the community. \_\_\_\_\_

\_\_\_\_\_

What are your goals for after high school? \_\_\_\_\_

\_\_\_\_\_

Are there any special circumstances of which we should be aware? \_\_\_\_\_