

REQUEST FOR A LETTER OF RECOMMENDATION

Student Name: _____

Today's Date: _____

Student cell number: _____

Application/Scholarship DEADLINE(s): Please List

College/Scholarship Name	Deadline

Initial beside the next five statements after reading/understanding:

_____ I have met with my Counselor to be certain everything is in order for your graduation.

_____ This is a "College" or "Scholarship" Letter of Recommendation Request. This is to be completed **AT LEAST 2 WEEKS PRIOR** to any application deadline and given to your teacher(s) with whom you will request a LOR from.

_____ I will personally meet (face to face) with the teacher(s) when requesting a college or Scholarship application letter of recommendation.

_____ I understand that if a teacher agrees to write a LOC for me, I will need to make an official request through my Naviance Student account, and that teachers must submit college application LOCs through Naviance.

_____ I understand that my counselor will, "by default", complete my "Common App Written Evaluation" if needed, and that I do not need to request this from my counselor.

_____ I understand that Scholarship Letters of Recommendations will not be requested through Naviance Student account, and I will need to meet personally with the Sheldon Staff member to make the request.

NOTE: If you wish to use a Letter of Recommendation written for a college application later for a Scholarship, you will need to personally ask the Staff member to provide you with a "hard copy" (print their letter), sign it, and seal it in an envelope. They will hand it to you to place in your Scholarship Application Packet.

PROCESS

1. Download this document to your computer and complete. Type written preferred.
2. Answer all the questions the best you can. You should complete the "fillable" PDF on your computer. TYPED is more readable and professional.
3. The Teacher writing your Letter of Recommendation will need a copy of this form.
4. When in Naviance go to the Colleges tab, under "Apply to Colleges", click on "Letters of Recommendations." Then add your request. You must have colleges listed in your "Colleges I'm Applying To" before you can submit a request for LOR for that college.
5. Provide your counselor with a copy of this completed request to help them write any evaluations they are asked to write as part of your college application.
6. *Not every College requires a letter of Recommendation, but it is good start the request process early with the staff.*
7. **Counselors will not be listed in your drop-down menu for LOR request and will complete any written evaluations or recommendations needed as they review your applications in Naviance.**

LIST CLASSES TAKEN IN THE PAST 4 YEARS: (list or separate by commas)

Honors Classes:

AP Classes:

College Now Classes:

Are you an IB Diploma Candidate?

YES NO

If you are not an IB Diploma Candidate and will test, what tests will you take?

ABOUT YOU: (add an additional page if needed)

1. Describe one or two experiences that have contributed to your intellectual and academic development during the last 4 years. In other words, what happened during high school that really got you excited about learning?
2. List any extra-curricular activities that you have found to be the most meaningful. Explain why they have been important to you and how you were able to impact others.
3. Describe your strengths (Academic, social, personal, skills, talent, etc.,).
4. What makes you unique? What makes you stand out, apart from other students?
5. What are your college, academic, and educational goals?
6. What are your career and professional long-term goals?
7. How would you make the University you plan to attend or the society you live in a better place because of your uniqueness?
8. How would your teachers or other professionals describe you? What adjectives would your teachers use to describe you?
9. Please list any other specific information you would like to have included in your recommendation.
10. How do you deal with setbacks? Describe a time in your life that was difficult for you and explain the skills you used to overcome this challenging time.

COMMUNITY SERVICE: (Unpaid service to others)

POSITION AND ORGANIZATION	LENGTH OF TIME	DESCRIPTION OF ROLE

LEADERSHIP

POSITION & ORGANIZATION	GRADE(s)	DESCRIPTION OF ROLE

EXTRA CURRICULAR ACTIVITIES (Athletics, Fine Arts, Club/Groups)

ACTIVITY	GRADE(s)	ROLE/LEVEL/TITLE

EMPLOYMENT/JOB EXPERIENCE (Paid Employment)

BUSINESS ORGANIZATION	LENGTH OF TIME OR # OF HOURS / WEEK	ROLE / TITLE