College & Scholarship Recommendation Letter
Request for Counselors and Community Members

Background Information:

Date Submitted: _____ Grade: _____

Student's Name:

_____

(Neatly Print Full First, Middle and Last Name)

Date Requested for Recommendation Completion: _____

Family Information:

Date of Birth: _____ Home or Cell Phone: ( ) _____ - _____

Parent / Guardian Name(s):

_____

_____

Address: _____ (Apartment # _____)

(Mailing Address)

_____ , _____ _____

(City) (State) (Zip Code)

Instructions:

✓ ***Minimum of 3 weeks' Notice Required.*** Submit this form at least 3 weeks in advance of any required submission date to allow sufficient time to write a recommendation letter.

✓ It is the **Student's Responsibility** to request an Official Transcript and provide it to their Guidance Counselor if required on the application.

✓ You do not need to provide a stamped envelope when submitting this information.

✓ Fill in all parts of this form legibly – Good Luck on your application(s)!

Intentions:

A. Level of future education you plan to pursue after high school (Please Check ALL that apply):

- ☐ Technical or Vocational School
- ☐ 2 yr Community College (Associate's Degree)
- ☐ 2 yrs of Community College followed by 2 yrs at a 4 yr College or University (Bachelor's Degree)
- ☐ 4 yr College or University (Bachelor's Degree)
- ☐ Graduate School (Master's Degree or Higher)
- ☐ Enter the Armed Services (Again, please check each Branch being considered):
  - Army
  - Navy
  - Air Force
  - Marine Corps
  - Coast Guard

Other: _____

B. The college(s) that you will be applying to include:

1) _____
2) _____
3) _____
4) _____

C. For which College(s) do you request a letter of recommendation?

1) _____
2) _____
3) _____

Note: Not all colleges/universities require recommendation letters. Be sure to check the current requirements for each institution that you decide to send an application.

D. What are your future goals after college or completion of your vocational training?

_____
_____
_____

E. Identify three teachers you believe would give you a favorable recommendation:

1) _____
2) _____
3) _____

Rate yourself on the following (5 being highest)

<u>Circle what best applies:</u>

Motivation to Learn/Study/Succeed in College	5	4	3	2	1
Ability to work well with others	5	4	3	2	1
Responsibility	5	4	3	2	1
Leadership	5	4	3	2	1
Organization	5	4	3	2	1
Concern for Others	5	4	3	2	1
Computer Literacy	5	4	3	2	1