

M.C.H.S. Guidance Department

Request for Recommendation

Student: _____ Date: _____

Seniors: This form is for your use in providing basic information to individuals who will write recommendations for you. Be sure to include the kinds of information that will be most useful to the person or committee who will evaluate your application.

Complete this form and bring it to the Guidance Office to have copies made so you can give a copy to each person you are asking to write a recommendation.

A. Purpose of recommendation: _____

B. Recommendation should be sent to: _____

C. Deadline: _____

In responding to the following items, please attach an additional sheet if needed.

1. G.P.A. _____, Rank in Class ____/____, A.C.T. Composite _____, S.A.T. (v) ____ (m) ____

2. What are your academic goals? (School, course of study, degree sought.)

3. What are your career goals?

4. List any extracurricular activities in which you have actively involved. Indicate (1,2,3,4) your year(s) of involvement during high school.

5. List any community activities in which you have been an active participant. Indicate year(s).

6. List any offices or other leadership positions you have held in the above organizations.

7. List any awards or honors you have received during high school.

8. List your work experiences during high school.

9. Explain any high school grades which you believe show special ability or marked improvement.

Respond to any of the following that may be appropriate.

10. What academic or personal qualities would you like stressed in any recommendations written for you?

11. What has been the greatest influence on you in making your career decisions?

12. Indicate any unusual travel experiences which have led to special learning for you.

13. What kinds of personal growth have you experienced during high school? What are you expecting in terms of personal growth during the next four years?

14. Is there any additional information which would help make a more complete recommendation?