

Letter of Recommendation Personal Data Form

Instructions:

- Complete this form as accurately as possible in order to supply the most appropriate and adequate information to prepare your recommendation for colleges, scholarships, or employment opportunities.
- If needed, request your transcript from DHS Registrar by completing the available form. Transcripts are printed only on Wednesdays and Fridays
- Please provide an addressed and stamped envelope if you need your recommendation mailed directly to a specific person, employer, or college.

Student Name: _____ Student ID Number: _____

SAT I Scores: Critical Reading: _____ Math: _____ Writing: _____
Test Date(s): _____

SAT II Scores: Subject: _____ Score: _____ Test date: _____
Subject: _____ Score: _____ Test date: _____
Subject: _____ Score: _____ Test date: _____

ACT Scores: Composite: _____ Test Date: _____

Cumulative GPA (Honors Weighted): _____

List four teachers or staff members who know you well:

1. _____
2. _____
3. _____
4. _____

List colleges to which you are applying: _____

If this recommendation is for a scholarship or employment application, please specify organization:

Specifically describe your future college/career plans:

List advanced courses you are currently studying and those you have completed (i.e., AP, Honors courses, and college courses): _____

List clubs, sports, student leadership participation, and/or any extracurricular activities, and the dates of participation: _____

List any awards, certificates, special recognitions, and/or honors you have received, including those from school, community, extracurricular activities:

Describe community service activities and/or volunteer service activities and dates of participation: _____

Describe work experience and/or current employment (if any): _____

Explain anything special or unique about you or your situation that you would like mentioned in your letter of recommendation.

For recommender's use only:

Date of request: _____ Date completed: _____

Staff consulted: _____

Recommendation sent to: _____