

Student Information Sheet/Recommendation Form

Date Submitted: _____

Date Needed: _____

Recommender: _____

Name: _____
(Last) (First) (Middle)

Date of Birth: _____
(MM/DD/Year)

Professional Email Address: _____(not MCUSD)

Please indicate the persons you will be asking to write a letter of recommendation for you and his/her title. **Please note that you should allow a week from the time you present the completed form until the letter is mailed to the respective school, scholarship, etc.**

Name	Title

Applications

Please list the schools, programs, or scholarships where you plan to submit an application.

What is your declared major at this time: _____ (undecided is ok)
Why are you passionate about this major/career choice?

Academic Background

Weighted GPA: _____ Unweighted GPA: _____ Percentile Rank: _____

- In your opinion, does your transcript accurately reflect your academic ability? If not, explain what factors/circumstances have interfered with your academic performance. What have you learned from the factor/circumstance?
- What do you think are your academic strengths?

- _____ - _____
 - _____ - _____
 - _____ - _____

Personal Attributes

- Who are your personal heroes, men and women you admire, and why?
- What special interests or hobbies do you pursue outside of school? What have these experiences taught you about life?
- What personal experience, summer experience, school/work experience, or travel has been of significant importance to you and why?
- Any additional information to emphasize? Any accomplishments or awards to highlight?

Self-Assessment

Please choose five descriptive words from the list on page 3 and provide an example of how each word applies to you.

Descriptive Word	Example

Accountable	Confident	Energetic	Instinctive	Persuasive	Serious
Active	Conscientious	Enterprising	Intelligent	Pleasant	Sincere
Adaptable	Consistent	Enthusiastic	Intuitive	Poised	Skilled
Aggressive	Constructive	Experienced	Knowledgeable	Positive	Sophisticated
Alert	Conversant	Expert	Leader	Practical	Spontaneous
Ambitious	Cooperative	Expressive	Logical	Precise	Stable
Analytical	Creative	Extraverted	Loyal	Problem-solver	Stimulating
Articulate	Critical	Fair	Mature	Productive	Strong
Assertive	Curious	Forceful	Methodical	Professional	Sympathetic
Attentive	Decisive	Goal-Oriented	Motivated	Proven	Systemic
Broad-minded	Dependable	Helpful	Objective	Realistic	Tactful
Capable	Determined	Honest	Observant	Reflective	Talented
Charismatic	Diplomatic	Humorous	Open-minded	Reliable	Team member
Clever	Discerning	Imaginative	Optimistic	Resourceful	Tenacious
Collaborative	Disciplined	Implementer	Organized	Respected	Tolerant
Committed	Economical	Improviser	Outgoing	Responsible	Understanding
Communicative	Effective	Independent	Patient	Responsive	Versatile
Competent	Efficient	Industrious	Perceptive	Self-directed	Warm
Concise	Empathetic	Innovative	Persevering	Self-reliant	Well-read
			Personable	Sensitive	Well-rounded

Please rate yourself in the following areas and explain why you choose the rating:

Quality	Below Average	Average	Good	Excellent	Exceptional	Does not Apply	Explain/Example/Comment:
Academic Motivation							
Academic Achievement							
Extracurricular Involvement							
Leadership Ability							
Independence & initiative							
Character/ Integrity							
Creative/ Original Thought							
Self-Confidence							
Potential for Academic Growth							
Reaction to Failure, Disappointment, Criticism							

Extra-Curricular (school activities, religious organizations, summer programs, etc.)

Activity	Organization	Years (9, 10, 11, 12)	Description of Your Role	Awards/Recognition

Volunteer Work

Activity	Organization	Years (9, 10, 11, 12)	Description of Your Role	Estimated Hours

Work Experience

Employer	Position/Title	Years (9, 10, 11, 12)	Job Responsibilities	Length of Employment

Teacher Recommendation:

Please answer the following questions if you are asking a teacher for a recommendation.

- Which courses (and which years) did you take with this teacher?
- Describe your favorite or memorable assignments or projects that you completed in the class. What did you learn or enjoy the most?
- What would you like the teacher to highlight in their letter related to this particular subject or your involvement in the class?