



Request for Letter of Recommendation (LOR)

Upon completion, please hand deliver this request to your recommender!



I, _____, would like to request a Letter of Recommendation for a (check all that apply):
(Print Student Name)

☐ College/University App. Due Date: _____
☐ Common Application Due Date: _____
☐ EOPS Due Date: _____

☐ Scholarship or other award
List Scholarship Names:

Due Dates: _____
Due Dates: _____
Due Dates: _____

Student Agreement

By initialing the statements below, you agree that:

_____ LOR will not be written without submission of this form.

_____ LOR requests must be submitted three weeks prior to the due date.

_____ LOR will not be written over school breaks. **Nov. 14 = last day to request a LOR prior to winter break.**

_____ You will inform your recommender(s) immediately if you decide not to submit an application.

_____ You will notify your counselor on which college you will attend (May 1st - Intent to Enroll Deadline).

I reviewed this form, transcript, personal statement, etc. with my counselor OR teacher on _____.

Date

Student Signature

Teacher OR Counselor Name / Signature

List in order of preference the colleges to which you plan to apply and application deadline:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Intended area of study: _____ Career interest(s): _____

A. Discuss your future goals.

B. What three adjectives describe you best and why?

C. Describe 2-3 extracurricular activities/hobbies that are particularly meaningful to you. What have you personally gained from your participation?

D. Employment: Have you had any jobs? If so, describe your responsibilities, number of hours worked, etc.

E. Describe your community service experience: your responsibilities, number of hours, and the reason you chose to participate with a particular organization.

F. Describe any special circumstances or obstacles that you have experienced (ex: single-parent family, financial need, etc.).

G. Choose any of the following to give more information about yourself:

- What other talents, skills, or experiences distinguish you from others?
- What books have impacted you? Why?
- What was your favorite course or who was your favorite teacher and why?

Family background:

of persons living at home: _____ Ethnic background: _____

Are you the first in your family to attend college? ☐ Yes / ☐ No If no, how many family members currently attending college: _____

Father's Occupation: _____ Mother's Occupation: _____

Any parents retired/active duty Military: ☐ Yes / ☐ No

Did you complete the Universal Lunch Application? ☐ Yes / ☐ No

Did you qualify for an AP fee waiver? ☐ Yes / ☐ No

Please attach any supporting documents to this request. Additionally, if you are applying through the Common Application, **remember to inform your counselor of your chosen university to ensure that your final transcript is sent over the summer.** _____ (student initials)