

Letter of Recommendation Request

Private universities and many scholarships require that you include a letter of recommendation. If you plan to ask your counselor, teacher, or administrator for a letter of recommendation, please use the following tips to streamline the process.

UC & CSU COLLEGES DO NOT REQUIRE LETTERS OF RECOMMENDATION UNLESS YOU ARE APPLYING TO SPECIAL PROGRAM OR YOU ARE SPECIFICALLY ASKED TO SUBMIT ONE.

ALL ANSWERS INCLUDED IN THIS FORM MUST BE TYPED.

WHEN YOU REQUEST A LETTER OF RECOMMENDATION FROM A COUNSELOR, TEACHER, OR ADMINISTRATOR:

- Make sure that the person you ask to write your recommendation knows you well and you have a positive rapport with them.
- Make contact with the individual you intend to ask for a letter of recommendation. Please don't assume that the individual is will and able to produce a letter of recommendation. **NEVER** leave a request in a mailbox or randomly email this form to someone without first asking.
- Always be sure to give the writer **AT LEAST TWO-THREE SCHOOL WEEKS NOTICE**. This will help ensure that the writer's schedule will allow him/her to respond before your deadline. Your lack of planning does not constitute an emergency on their part.
- If you are not applying through the Common Application, you may need to request an official transcript for each college that you are applying to. Scholarships might also require an official transcript. Please type for the following into your browser to access the transcript request page: <https://forms.gle/hK3oA4EhtoRz9Qzz7>
- **When filling out this form, use brief narratives to describe and give examples of your qualities, accomplishments and goals.** Your parents can be a good source of information for you, so ask them to help.
- **Be sure to thank your recommender!** A verbal and/or personal note reflects your manners and an understanding of the time and effort invested to write your letter of recommendation.

REMINDER: ALLOW A MINIMUM OF 2-3 SCHOOL WEEKS FOR LETTERS TO BE COMPLETED



Home of Scholars Achievers and Champions

SANTIAGO HIGH SCHOOL

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<https://santiago.cnusd.k12.ca.us>

Release of Information for College/ Scholarships Recommendations

Student Name: _____

Student ID #: _____

If you need your counselor to complete a recommendation or evaluation form that includes a copy of your transcript (ex: Common Application, SEND EDU), please read and sign the statement below. Return this release form with all required forms to your counselor

Student & Parent Signature: Please click on Sign Document symbol  then click "Add Signature" and uncheck "Save". You can type, draw or insert a picture of your signature. Place your signature on the desired line. To add another signature repeat the first step.

“I hereby authorize the release of all requested student records.”

Student Signature

Date

Parent Signature

Date

Student Name: _____ **ID#:** _____

Student Email: _____

Student Cell Number: _____

Colleges or Scholarships to which you are applying:

Name:	Major/ Minor	Due Date:

Complete the statements below to help your counselor, teacher, or administrator write your letter of recommendation.

State the three qualities I like best about yourself and why:
(Support each quality with an example)

1.

2.

3.

The three qualities I think my teachers or employer respect most about me are:
(Support each quality with an example)

1.

2.

3.

Type your response to each in the box provided. Please be thorough and thoughtful in your response.

What do you want to major in? What inspired you to select that major?

What are your career goals and how did you come to that decision? What inspired you to choose this as a career?

Leadership experiences you have had and how you have made a difference as a leader: (Support each experience with an example and or description). What inspired you to pursue this/these particular leadership experience(s)?

Ways in which you have made an impact in school, the community, and/or in your family are: (Support each experience with an example). What inspired you to take on that endeavour?

What are some examples of your initiative, self-motivation and responsibility level are: (Ex: I started the Best Buddies Club my freshman year because...). What have you some examples of something that you created or instances where you have gone above and beyond?

My special talents are:

If you have experienced a challenge in your life, have a unique situation or special circumstance describe it and how you have grown from it. How has it impacted your life (Ex. unusual accomplishment, first-generation college, family hardships)?

What points, qualities, or additional information should be included in your letter of recommendation and why is this significant to you?

Activities: School Clubs and/or Organizations
Describe your contribution.

**List dates or
school year**

Church and/or Community Activities

**List dates or
school year**

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Employment History

**Length of Employment &
Number of Hours Per Week**

Hobbies, Interest, and/or Talents: Explain your contributions to the organization.

List dates or school year

Other

List dates or school year