



## LETTER OF RECOMMENDATION INFORMATION SHEET

Student Name: \_\_\_\_\_ Earliest deadline: \_\_\_\_\_

School **Email address**: \_\_\_\_\_ Your Home Email: \_\_\_\_\_

In preparing your letter of recommendation, we want to provide the schools with an overview of your background and achievements. We need your candid thoughts on the following topics. PLEASE be honest and specific and be sure to answer each question! Your answers are for informational purposes only and will NOT be sent to the colleges.

**Please give a copy of this sheet to your school counselor and to EACH the teachers who you have asked to write your recommendations THREE weeks prior to the date you need them . Teachers *may* request a copy of your transcript, your class schedule for the year, and/or test scores.**

Tentative Future Plans: Four Year College: \_\_\_ Two Year College: \_\_\_ Other: \_\_\_\_\_

Are you the first member in your immediate family to attend college? \_\_\_\_\_

Do you have a **parent, grandparent or sibling in the US Military?** \_\_\_\_\_

Where are you applying? \_\_\_\_\_

Do you have a **specific** career goal or vocational interest, and why? \_\_\_\_\_

If going to college, do you plan to play sports? Join clubs? \_\_\_\_\_

1. What **four** words would you say best describe you? (If this is difficult, ask a friend or family member how they would describe you.)

\_\_\_\_\_

2. What are your **academic strengths**? Consider effort, ability, interest, attitude and potential for future growth. What are your weaknesses? \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

3. What has been your greatest academic, athletic or extra-curricular **achievement** in your high school career? And why? \_\_\_\_\_

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4. What have been your **favorite courses** (forget the grades), and what experience in the past few years has excited you academically or intellectually?

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5. Describe in detail a **significant** project, paper or assignment you remember from the above course(s). What did you learn from completing this activity?

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6. If you could tell a stranger a unique story about yourself to show your personality and priorities, what would you tell them?

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7. Are there any unusual or personal circumstances that have affected your educational experiences or personal experiences of which we and/or colleges should be aware? The circumstances could be positive or negative.

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8. Where do you see yourself 10 years from now and what goals would you like to have accomplished by then?

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# ACTIVITIES SHEET

Please list all **activities, sports, clubs, community service, and hobbies** you have been **actively** involved in during high school. Include any and all awards and special recognitions.

**\*\*\*YOU MAY ATTACH YOUR RESUME FROM NAVIANCE INSTEAD OF THIS FORM IF YOU HAVE ONE.**

ACTIVITY	LEVEL OR POSITION	GRADE/YEAR PARTICIPATED

Please list any **jobs** you have had over the past four years.

JOB	TITLE & DATES	RESPONSIBILITIES

\*\*\*\*\*Feel free to add any additional information that you feel is important to know about you (church involvement, community activities, scouting, volunteer, travel, mentoring, etc.) on the back of this sheet.

**REMINDER: You must return this form to your teachers and guidance counselor THREE weeks prior to the date that you need them. Students that return them in a timely manner will receive priority consideration.**



# DOCUMENT REQUEST FORM

Name: \_\_\_\_\_

College Name:	Application Deadline:	Type of Application: (circle one)	Counselor Recommendation needed?	Which teacher recommendations do you want sent to this school?
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	
		Common App Coalition App Online via college site Mail	Yes  No	

***\*\*In order to guarantee submission of documents by your counselor, this form must be handed in by the submission date corresponding to your application deadline listed on the back of this page.***

**By signing below, I agree to allow Nantucket High School to release my transcript to the institutions listed above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Application Deadline</b>	<b>Document Request Deadline</b>
October 15	September 24
November 1	October 11
November 15	October 25
December 1	November 9
December 15	November 20
January 1	December 4
January 15	December 18
February 1	January 11
February 15	January 25
March 1	February 8