

STUDENT INFORMATION FORM LETTERS OF RECOMMENDATION

If you need a Letter of Recommendation for your college application, a scholarship program or some other activity, you need to complete this form. Remember that the person writing your recommendation wants to do a good job for you, so it is very important that you follow all the directions on the following check -list.

CHECK-LIST FOR LETTER OF RECOMMENDATION

1. PARENTS/GUARDIAN write a statement about students strengths and uniqueness, using specific examples and personal anecdotes.
2. STUDENT completes this Letter of Recommendation Form carefully and includes as much detailed information as possible. Use an additional sheet(s) if necessary.
3. **STUDENTS returns items above to the person writing the letter of recommendation AT LEAST TWO WEEKS (10 SCHOOL DAYS) BEFORE THE RECOMMENDATION IS NEEDED.** If your deadline is within a week of our return from Winter Break, turn this material in two weeks before the Winter Break begins.
4. Include the official recommendation form from the college (e.g. Secondary School Report and Mid-year report if applicable)
5. Provide addressed and stamped envelopes for each college's Counselor Recommendation/Secondary School Report (2 stamps) and each Mid-year report (1 stamp)
6. You are encouraged to:
 - _____ Include a copy of your essay from your college application if you have it done.
 - _____ Thank the person writing your recommendation.
 - _____ **Make a copy for yourself as you can use this info. When completing applications, etc.**

Personal Data Section

1. Full legal name _____ Soc Security # _____
Parent's names _____
Home address _____ Home phone _____
Father's employer _____
Mother's employer _____
Test Scores: PSAT Date _____ Reading _____ Math _____ Writing _____
SAT Date _____ Reading _____ Math _____ Writing _____
ACT Date _____ Reading _____ Math _____ Writing _____
SAT Subject Tests/Scores: 1. _____/_____/_____; 2. _____/_____/_____; 3. _____/_____/_____; 4. _____/_____/_____
ACT Test/Date/Score: 1. _____/_____/_____; 2. _____/_____/_____; 3. _____/_____/_____.
Purpose of Recommendation?(college application, scholarship, employment) _____
2. What college have you chosen or are considering? _____

3. What subject or subjects are you considering for your college major? _____

4. What vocation or career are you considering? _____
5. What experience have you had in this area? _____

6. What are your best subjects? _____

7. What are your worst subjects? _____

It has been our experience that a brief statement written by a parent is most helpful in providing little known but important insights. If you care to include such a statement, speak to your parent(s). Use the back or attach another sheet if necessary.

SELF-EVALUATION

Name _____

The information you provide in this questionnaire can be of great importance to your college planning. It may be used by your counselor in preparing materials to be submitted to colleges in support of your application. Read the questions carefully and answer them thoughtfully and completely. Be honest and realistic. It will also be helpful to you in choosing schools and completing applications. Be honest with yourself!

	Below average	Average	Above average	Real strength
Ability to organize/use time				
Self confidence				
Desire to learn new things				
Willingness to take risks				
Ability to get along with others				
Willingness to work hard				
Imagination/Creativity				
Ability to write				
Ability to read and understand				
Ability to express yourself orally				
Sense of humor				
Concern for others				
Emotional stability				
Reaction to setbacks				
Ability to understand new or difficult concepts				
Self discipline				
Growth potential				
Leadership				
Energy				

8. What are your hobbies or special interests? _____

9. List at least five words you would use to describe yourself _____

10. Are you taking or planning to take a class at UCSC or Cabrillo college? Yes _____ No _____
 If yes, list the class(es) and term(s) _____
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ACTIVITIES SECTION

Please provide specific details of your particular activity. For example: Class Officer/9th/President; Junior Varsity Football/9th & 10th/Quarterback & Co-Captain; Volunteer at John Muir Hospital/10th-12th/5 hrs wk; Church Youth Group/9th-12th/ Youth Leader in 11th & 12th. Write clearly and feel free to use whatever space you need to give the appropriate information.

- | | |
|--|--|
| <p>1. List and detail all school activities in which you have participated: School Year(s)/Leadership</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> <p>2. List and detail sports in which you have participated: School year/leadership</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> <p>3. List and detail out-of-school activities: (community service, church, volunteer work, tutoring, etc.)</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> | <p>4. List and detail significant travel experiences you have had:</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> <p>5. List and detail work experience (paid work, give days and hours):</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> <p>6. List and detail all awards and honors no matter how small they are:</p> <p>_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____</p> |
|--|--|
7. What special talents do you possess? (music, sports, etc.) _____

8. List three or more high school teachers who know you best _____

9. What would you like your counselor/teacher to highlight in a description of you?

10. Describe any unusual circumstances in your life which you feel have helped to shape your character, personality and attitudes (positive and negative). _____

11. What accomplishments or characteristics do you have that might make you stand out? Don't be modest! _____
