Postmark Due Date __________

Student Information Form For Letters of Recommendation

Student: Please give this entire completed form to your teacher at least three weeks prior to due date of letter.

Full Name: ______________________________________________________

What specific areas would you like this letter to address? __________________________________________
See a listing of areas on the DC website

1. Do you feel your high school transcript and test scores reflect your academic potential? (if no please explain)

2. List your possible majors in college or career areas of interest.

3. List any academic honors and awards earned since 9th grade.

4. List the major community activities and service you have been involved in since 9th grade. (Example: scouting, church, volunteer work, tutoring, etc.) You may attach a separate resume if you prefer.

5. Describe the nonacademic honors and awards received while in high school.

6. How do you deal with setbacks? What do you do when things do not go your way?

7. What qualities do you feel sets you apart or makes you stand out as an individual?

Teacher: Please use the information provided to write your letter of recommendation. The student should have either (A) provided you with a stamped/addressed envelope in which to mail the letter, or (B) had an email sent to you with a login/password to complete the recommendation online.

Guidelines and suggestions for writing college letters of recommendation can be found on the school website at: www.sanjuan.edu/delcampo > College and Career tab > Resources for Teachers > Guidelines of Writing Letters of Recommendations