

**STUDENT INFORMATION FORM
FOR
COUNSELOR/TEACHER RECOMMENDATION**

**Request & Student information form MUST be provided to counselor/teacher at least 3 weeks (15 school days) prior to application deadline.*

1. Add all colleges that you are applying to your "Colleges I'm Applying To" list on Naviance Family Connection.
2. Check prospective application/scholarship requirements to determine if a letter of recommendation is required.
3. If required, confirm how many letters are needed & from who (e.g., teacher &/or counselor).
4. Verbally ask teacher/counselor if he/she is willing to write you a recommendation.
5. Complete this form & return it to your school counselor &/or teacher(s). (Form will help recommender write knowledgably about you.)
6. If using a Common Application, you **MUST** complete the FERPA waiver & authorization in the Common Application **AND** match accounts in Naviance Family Connection **BEFORE** a counselor/teacher can submit a recommendation on your behalf. Therefore, you **MUST** complete this step (if applicable) **PRIOR** to submitting an initial Common Application recommendation request through Naviance.
7. Submit recommendation request(s) through Naviance for each specific college & each specific recommender.
***Authorization:** By submitting this form &/or submitting a recommendation request through Naviance, I authorize my school counselor &/or teacher(s) to write a letter of recommendation &/or complete application materials (e.g., school report forms) on my behalf which may include confidential information such as GPA, grades, and other pertinent information.*

STUDENT FIRST NAME: _____ LAST: _____ NICK: _____

CURRENT GRADE LEVEL: _____ GRADE ENTERED BECAHI: _____ INTENDED MAJOR: _____

NATIONAL HONOR SOCIETY MEMBER (CIRCLE): YES NO IF YES, LIST POSITION HELD (IF APPLICABLE): _____

LIST AP CLASSES PAST & PRESENT: _____

LIST HONORS CLASSES PAST & PRESENT: _____

WHAT ARE YOUR FUTURE ACADEMIC /CAREER GOALS & PLANS? WHY? _____

LIST CLUBS/SPORTS/ORGANIZATIONS THAT YOU ARE/HAVE BEEN INVOLVED IN 9TH-12TH GRADE. (INCLUDE GRADE LEVELS, AWARDS, LEADERSHIP): _____

LIST & DESCRIBE YOUR INVOLVMENT IN COMMUNITY SERVICE, CHURCH, OR SERVICE RELATED ACTIVITIES 9TH-12TH GRADE. (INCLUDE ROLE / PARTICIPATION/

LEADERSHIP & GRADE LEVELS): _____

LIST ANY OFFICES YOU HAVE HELD/AWARDS/HONORS YOU HAVE EARNED 9TH-12TH GRADE: _____

LIST WORK EXPERINCES: (INCLUDE COMPANY NAME/JOB POSITION/RESPONSIBILITIES/LENGTH OF EMPLOYMENT/AVERAGE HOURS WORKED PER WEEK): _____

LIST OTHER INTERESTS/HOBBIES/PASSIONS NOT ALREADY MENTIONED & EXPLAIN WHAT YOU ENJOY ABOUT EACH SPECIFICALLY: _____

LIST 3 WORDS THAT YOU FEEL BEST DESCRIBE YOU: _____

WHAT STRENGTHS/QUALITIES/EXPERIENCES MAKE YOU UNIQUE THAT I SHOULD STRESS IN YOUR LETTER? _____

WHAT ARE YOUR BIGGEST PERSONAL WEAKNESSES & HOW DO YOU TRY TO COMPENSATE FOR THEM? _____

DESCRIBE SPECIFIC SKILLS/CHARACTERISTICS/ATTRIBUTES/ VALUES/BELIEFS/TOP PRIORITIES/PHILOSOPHY OF LIFE: _____

RATE YOURSELF (COMPARED TO OTHER STUDENTS. PLACE AN X IN THE BOX WHICH BEST DESCRIBES YOU & EXPLAIN WHY BELOW*):

	BELOW AVERAGE	AVERAGE	DEMANDING	VERY DEMANDING	MOST DEMANDING
COURSE SELECTION					
	BELOW AVERAGE	AVERAGE	GOOD/ABOVE AVERAGE	EXCELLENT TOP 10%	OUTSTANDING/TOP 5%
ACADEMIC ACHIEVEMENT					
EXTRACURRICULAR ACCOMPLISHMENTS					
PERSONAL QUALITIES & CHARACTER					
OVERALL					

EXPLAIN WHY*

- COURSE SELECTION: _____
- ACADEMIC ACHIEVEMENT: _____
- EXTRACURRICULAR ACCOMPLISHMENTS: _____
- PERSONAL QUALITIES & CHARACTER: _____
- OVERALL: _____

GIVE EXAMPLES TO DESCRIBE YOUR:

- CAPACITY FOR INTELLECTUAL GROWTH, ACADEMIC POTENTIAL, & CURIOSITY TO LEARN: _____
- INITIATIVE, SELF-MOTIVATION, & RESPONSIBILITY LEVEL: _____
- ORIGINALITY & CREATIVITY: _____
- SPECIAL TALENTS: _____

ARE THERE ANY UNUSUAL OR SPECIAL PERSONAL/FAMILY CIRCUMSTANCES THAT YOU FEEL HAVE IMPACTED YOUR HIGH SCHOOL CAREER OR SOMETHING ELSE YOU FEEL I SHOULD KNOW ABOUT YOU TO WRITE A REFLECTIVE LETTER OF RECOMMENDATION ? _____

HAVE YOU EVER BEEN FOUND RESPONSIBLE FOR A DISCIPLINARY VIOLATION AT SCHOOL FROM 9TH -12TH GRADE, WHETHER RELATED TO ACADEMIC MISCONDUCT OR BEHAVIOARAL MISCONDUCT, THAT RESULTLED IN DISCIPLINARY ACTION? (CIRCLE) YES NO

IF YES, EXPLAIN ON SEPEREATE PAPER OR SPEAK WITH COUNSELOR.

HAVE YOU EVER BEEN ADJUDICATED GUILTY OR CONVICTED OF A MISDEMANOR, FELONY, OR OTHER CRIME*? (CIRCLE) YES NO

IF YES, EXPLAIN ON SEPEREATE PAPER OR SPEAK WITH COUNSELOR. (*YOU ARE NOT REQUIRED TO ANSWER YES OR PROVIDE AN EXPLANATION IF THE CRIMINAL ADJUDICATION OR CONVICTION HAS BEEN EXPUNGED, SEALED, ANNULLED, PARDONED, DESTROYED, ERASED, IMPOUNDED, OR OTHERWISE ORDERED TO BE KEPT CONFIDENTIAL BY A COURT.)

HELPFUL OPTIONS: ATTACH A 1 PAGE LETTER RECOMMENDING YOURSELF TO A COLLEGE ADMISSION &/OR SCHOLARSHIP COMMITTEE AND/OR ATTACH A COPY OF YOUR COLLEGE APPLICATION ESSAY TO HELP US GET TO KNOW YOU BETTER!