

**Letter of Recommendation**  
**STUDENT INFORMATION WORKSHEET**

<b>Name:</b>	<b>GPA:</b>	<b>Rank:</b>	<b>Date:</b>
--------------	-------------	--------------	--------------

When requesting a letter of recommendation from a teacher be sure to: 1) Fill this out as completely as possible and make copies. 2) Allow the teacher ten to fourteen days to complete the letter. 3) If necessary, give the teacher an addressed, stamped envelope. 4) Write a short "Thank You" note to the teacher who has supported you in this way.

*Future Goals and Plans: what schools are you applying to, and what do you plan to study?*

*Honors and Awards received.*

*List your advanced and honors courses.*

*Clubs and service organizations you have been involved in?*

*Special interests, hobbies, talents, skills, and what stands out about you?*

*Student Government/Athletics*

*Other activities (church, community, employment, travel, volunteering, etc.)*

*Anything else about YOU?*