***For Office Use Only***

Date request was received:\_\_\_\_\_\_\_\_ Signature of person who received document:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LETTERS OF RECOMMENDATION WILL BE PROCESSED WITHIN 2-3 WEEKS AFTER SUBMITTING THIS REQUEST**

**Student Request for Letter of Recommendation**

1. Student’s Name:

2. Date of Request: ­­­­      Date Needed:

***(Date needed should be at least 3 weeks AFTER request is made)***

3. This recommendation will be:

Picked up by the student

Mailed by writer (stamped, addressed envelope provided with this request)

Submitted with online Common Application

1. Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Letter #1**

To whom should the letter be written?

Address

City, State, Zip

OR -  Submit with online Common Application

**Letter #2**

To whom should the letter be written?

Address

City, State, Zip

OR -  Submit with online Common Application

**Letter #3**

To whom should the letter be written?

Address

City, State, Zip

OR -  Submit with online Common Application

**Letter #4**

To whom should the letter be written?

Address

City, State, Zip

OR -  Submit with online Common Application

**MTHS High School Summary**

Student’s Name:

Phone:

Email:

Cumulative GPA:

***It is important this form be filled out accurately and completely so the person writing your Letter of Recommendation can integrate this information into his/her letter. Attach additional paper if needed.***

A. List four teachers or staff members who know you well:

1.       2.

3.       4.

B. List advanced course work taken at MTHS or at Community College which you have completed or in which you are currently enrolled:

C. List clubs, activities, sports, and student government participation (indicate grade levels and offices held):

D. List any awards and/or honors you have received:

E. Describe community service, volunteer work, or church activities in which you have participated:

F. How has your involvement in volunteer work impacted your current or future plans?

G. Describe work experiences you have had:

H. Describe any significant travel experiences:

I. Describe what may be special or unique about you or an accomplishment of which you are proud:

J. Describe something that you are passionate about or proud of that many people don’t already know about you?

K. Presently, what are your future college and career goals? If you are uncertain, what have you daydreamed about when thinking of yourself in the adult world?

L. List five words you would use to describe yourself and why those words describe you:

1.

2.

3.

4.

5.

M. List any further information you would like us to know about you:

**Student Self Evaluation**

1. Please rate yourself as objectively as you can in comparison with other college preparatory students.

**ACADEMIC**

Below Excellent Truly outstanding

Average Average Good (Top 10%) (Top 2 or 3%)

Intellectual Ability

Motivation

Creative Qualities

Self-Discipline

Growth Potential

**CHARACTER / PERSONALITY**

Below Excellent Truly outstanding

Average Average Good (Top 10%) (Top 2 or 3%)

Leadership

Self-Confidence

Concern for Others

Emotional Maturity

Personal Initiative

Sense of Humor

Reaction to Setback

Respect accorded by faculty

2. The main factors contributing to my success accorded to me are:

Superiority in Studies

Accomplishment in Activities

Leadership in Activities

Success in Athletics

Interest in Other Students

Personality

Other

3. Some things I have been challenged with or hope to improve are:

4. Have you ever been dismissed, suspended, placed on probation, or incurred other serious disciplinary action?

Yes  No If yes, please explain

5. Given the course offerings in your curriculum, please rate the strength of your program of study.

Weak Average Strong Most Demanding

Senior Year

Prior Three Years