

REQUEST FOR LETTER OF RECOMMENDATION

Please allow 7 days **from receipt of request** to receive your letter. During Enrollment Season (December – April), please allow 14-21 days **from receipt of request**. Only 3 letters allowed per student per academic year.

Student Name: _____ Grade: ____ Teacher/Staff Name: _____

- I am requesting a letter:
- to include with a school application
 - to include with a scholarship application
 - to include with my NHCSB school portfolio
 - Other _____

I need this letter by: ____/____/_____

- Upon completion, please:
- return to student (please provide ____ copies)
 - mail in enclosed envelope (addressed and stamped)

Instructions to the student: To provide you with a thorough recommendation letter, fill out this form with your information to assist the person from who are requesting a recommendation letter. You may attach additional information to this form.

Instructions to the Recommender: The best letters of recommendation bring a student to life by sharing specific example or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.

Academics Weighted GPA _____ SAT Composite _____ ACT Composite _____

Intended College Major(s) _____

Future Career Plans _____

What Makes YOU UNIQUE?

What do you consider to be your **strengths** as a person and as a student?

What special interests do you have? Hobbies? Talents?

Are there any special circumstances in your life that have impacted your education (i.e., family issues, deaths, life challenges, etc.)? Remember, you are more than your transcript, and to better help your recommender, we want to know the human side of you.

DISTINCTIONS THAT SET YOU APART!

Academic Awards or Honors	Year

Community Service (in-school and out-of-school activities) and hours of service	Year (s)

Extracurricular (clubs, sports, community, church, etc.) – Description	Year (s)

Work Experience – Employer, your responsibilities, and hours/week	Year (s)

ANY OTHER INFORMATION YOU THINK IS IMPORTANT FOR YOUR RECOMMENDER TO KNOW?

PARENTS - BRAG ABOUT YOUR CHILD!

Parents and Guardians: You have unique knowledge and insights about your son/daughter that may be helpful to us when writing letters of recommendation. Please Provide any information you wish; it is imperative you give a descriptive answer for each question the best you can. We welcome your unique that may improve our letter about your child. Thank you!

Schools and employers typically ask for several words that best describes an applicant. What words would you choose to describe your child?

In what area (s) has your own child shown the most developmental or growth in the last 3 years?

In your opinion, what is one characteristic that defines your child?

What are one or two things that you can say about your child that he/she won't say?

Are there any challenges that might have affected your child's education or life experiences?
