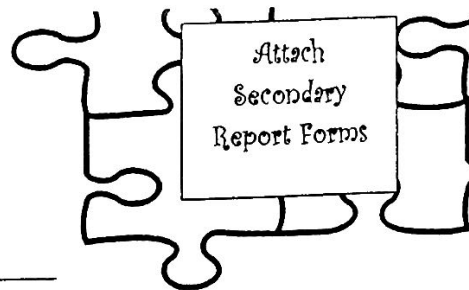


Request for Letter of Recommendation Madison H.S. Counseling Office



Student's Name: _____ Today's Date: _____
 Cell Phone Number: _____ Email address: _____

Dear Student:

Your high school academic record will be the most important factor in determining your readiness for college. However, the admissions officers also ask for supplemental information in the area of extracurricular activities, awards or honors, work experience, and community activities. It is better to have a few well-chosen activities in which you are a contributing member, rather than listing a great many to which you "just belong." A complete and accurate report of these activities will enable your counselor to adequately support your application for admission.

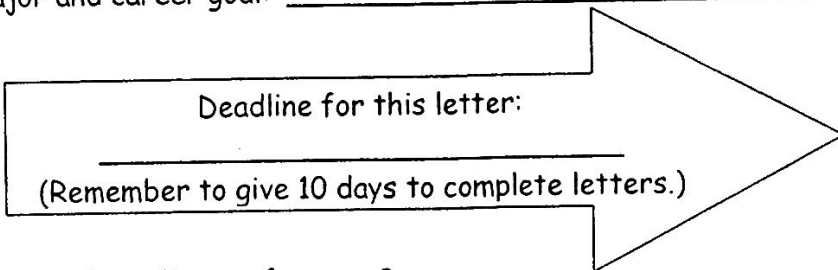
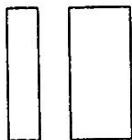
Return this form to your counselor along with any forms from the college.
No recommendation can be completed until all forms are received.

Colleges to which you are applying:

*Please star colleges listed that will email the form to your counselor.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Intended college major and career goal: _____



Who have you considered for college references? _____

Academic

College Admission Tests	Date <small>Add future dates too.</small>	Reading	Math	Writing	ACT Composite
SAT / ACT					
SAT / ACT					
SAT / ACT					
SAT / ACT					

3. Circle the appropriate item that describes your high school performance to date:

Admissions Statistic	Highly Selective	Moderately Selective	Less Selective	Least Selective
1. G.P.A. (unweighted)	3.8 +	3.3 – 3.8	2.8 – 3.2	-----
2. G.P.A. (weighted)	4.5 +	4.0 – 4.4	3.5 – 3.9	-----
3. Rank in Class	Top 10%	Top 25%	Top 50%	Lower 50%

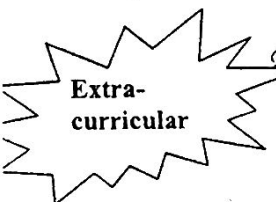
1. List at least four adjectives or personal characteristics that describe you.

Personal:

- | | |
|----------|----------|
| a. _____ | b. _____ |
| c. _____ | d. _____ |

2. What do you consider your greatest strengths?
3. What do you consider your greatest weaknesses?
4. How would you rate yourself using a 1 (low) to 5 (high) scale on the following? Please explain your rating.
 - Creativity 1 2 3 4 5 _____
 - Integrity 1 2 3 4 5 _____
 - Leadership 1 2 3 4 5 _____
 - Ability to interact with others 1 2 3 4 5 _____
 - Strength of character 1 2 3 4 5 _____
 - Extracurricular Accomplishments 1 2 3 4 5 _____
5. What life experience has been especially meaningful? Why?
6. Please list any unusual circumstances: (financial need, divorce, loss of income, health, number of brothers/sisters in college or at home, etc.)

Please feel free to attach a resume or separate sheet, but please answer each question in it's entirety.



Extra-curricular

1. Please list your honors and awards (academics, sports, etc.)

1. Clubs, interests, hobbies: List amount of time involved and positions held.
2. What is the most meaningful activity you have participated in during h.s.? Why?
3. Work and Volunteer History (summer, part-time, interning. . .) What was your position? List the dates and number of hours you worked or volunteered.
4. Describe a situation in which you have used your leadership skills. (Please describe your leadership roles.)
5. What are your proudest accomplishments?
 - Academic:
 - Personal:
 - Prior to graduation I hope to accomplish . . .
 - After high school I hope to accomplish . . .

Is there any other information you would like to share with your counselor in order that he/she can make an accurate appraisal of you to colleges and universities?