

Clark Advanced Learning Center
Student Request for Letter of Recommendation

PLEASE NOTE – You must personally ask a teacher or counselor to write a letter of recommendation. This form was designed to aid the person in writing the letter. If the teacher and/or counselor agrees to write the letter, you may present this form to them at that time.

Student Name _____

Please return the letter of recommendation to:

- Student (if returned to the student, the letter must be in a sealed envelope)
- School Counselor
- Upload to Common App (student must include email address of recommender in Common App for recommender to receive upload directions)

Purpose of letter:

- Generic letter of recommendation
- Scholarship
- School-specific letter of recommendation (listed below are the names of the schools/colleges to which I will be applying)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I waive my right to access and understand that I will not see any recommendations or evaluations submitted for me.

Student Signature

Date

Please respond to the following prompts/questions:

My greatest achievement(s) OR personal strength(s) in class(es) and why it is important to me

A challenge I overcame in a class

Example(s) of how I contributed to the classroom as a leader or a community member

Favorite topic covered in class and why (teacher-specific)

My academic interests/future college majors I have considered

Five adjectives I use to describe myself and how I demonstrated them in or out of the classroom

1.

2.

3.

4.

5.

Reflect on your time in high school. How have you grown and matured? What is your legacy?

Any family or personal circumstances that have impacted your education? Are you comfortable with this information being conveyed to scholarship and/or admissions reps?

(IF APPLICABLE) My high school record is NOT an accurate measure of my ability and potential because:

An example of a time I showed leadership or faced a challenge is:

List any part-time jobs you have held, your responsibilities there, and your hours per week

Describe any volunteer work you completed, including when it took place and estimated hours spent

List awards/honors/recognitions you have earned

Activities I was involved in, in and out of school, in order of importance and why they are important (hobbies, clubs, sports, community service/involvement, work, etc):

Any additional information that I would like to have included in my letter of recommendation that has not been included in this request:
