



Centennial High School



LETTER OF RECOMMENDATION PACKET

The information provided on this form will assist me in completing the Letter of Recommendation you need for some colleges and/or certain scholarships. Be as detailed as possible with all information concerning your interests, special talents and activities. **Be Thorough! Write or print legibly** and make a copy for your records. You can use additional pages if you need more space for any given section of this packet. Note that **pages 1 – 4 of this packet must be submitted at the same time whereas page 5 may be submitted separately, if the recommending teacher prefers.** Lastly, please don't forget that counselors require a minimum of two weeks, after receipt of this completed packet, to complete the letter of recommendation.

Student Legal Name: _____ Student ID# _____ Date of Birth: _____

Purpose of recommendation: _____ Language Spoken at Home: _____

Student Cell Phone (____) _____ Parent Cell Phone (____) _____ Alternate Phone (____) _____

Student E-mail: _____ Parent E-mail: _____ Alternate E-mail: _____

List the people who live with you. Include all adult's relation/ occupation AND all minor's age/grade level/relation.

Name	Relation	Adult's Occupation	Minor's Age/Grade Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			

GPA & TEST SCORES

Centennial High School GPA: (weighted): _____ (unweighted) _____

UC/CSU GPA* _____ (*UC/CSU GPA includes 10th/11th college prep classes only)

Refer to <http://gpacalculator.net/college-gpa-calculator/> for help.

SAT and/or ACT Scores (please include the test date):

1.

2.

3.

List your extra-curricular and personal experience including summer activities. Remember to use additional pages if needed.

SCHOOL RELATED ACTIVITIES: List any clubs, teams, service organizations, student government, etc.

Organization/Activity	9	10	11	12	Description & Leadership Position(s) Held	Honors & Awards

NON-SCHOOL ACTIVITIES: List and describe any non-school related activities in which you have participated.

Organization/Sport	9	10	11	12	Description and Leadership Position(s) Held	Honors & Awards

PERSONAL: List and describe additional personal honors and/or awards you have earned.

Organization/Activity	9	10	11	12	Honors and Awards	Year/Date

WORK EXPERIENCE: List your most recent job first.

Organization/Employer	9	10	11	12	Type of Work and/or Position(s) Held	Weekly Hours	Employment Dates (Began/ Ended)

VOLUNTEER OR INTERNSHIP EXPERIENCE: List and describe any community service you have done

Organization/Activity	9	10	11	12	Describe the Volunteer Work	Why is/was this Volunteer Work Important to You?

List the colleges you are applying to in order of preference and your probable major for each.

College	Major	Due Date	Comments / Notes
1.			
2.			
3.			
4.			
5.			

List the scholarships you are applying for that will require a letter of recommendation.

Scholarship	Major	Due Date	Comments / Notes
1.			
2.			
3.			
4.			
5.			



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Letter of Recommendation: TEACHER PERSPECTIVE

Teacher's Name: _____ Signature _____ Date: _____

Student' Name: _____

The information you provide in this questionnaire can be of great importance to the counselor who is in the process of preparing materials to submit to colleges on behalf of the above named student. Please read the statements below carefully and rate your student rate accordingly. Be honest and realistic with your ratings.

If you prefer to not give this form to the student, please email it back to the counselor or place it in their mailbox located in the counseling center.

	Below Average	Average	Above Average	Excellent	Outstanding
Self-Confidence					
Intellectual Curiosity					
Willingness To Take Risks					
Willingness To Work Hard					
Desire To Learn New Things					
Imagination / Creativity					
Concern for Others					
Emotional Maturity					
Reaction to Setbacks					
Responsible					
Leadership Ability					
Energy					
Self-Discipline					
Warmth of Personality					
Personal Initiative					
Ability to Understand New Concepts					
Ability to Organize and Use Time					
Ability to Get Along With Others					
Ability to Self-Express / Self-Advocate					
Sense of Humor					
Self-Motivation					
Potential for Growth					
Resourceful					
Conscientious					
Resilient					
Self-Reliant					
Adaptable					
Insightful					
Open-Minded					
Persuasive					