

For me to complete your letter of recommendation, please follow these instructions:

- 1. Complete this form as thoroughly as possible by typing response directly below each question.
- 2. Please give me **at least 2 weeks** to write and mail your recommendation. I **cannot** guarantee that letters will be completed in under that time frame.
- 3. Most colleges will accept your letter through Naviance. If your school does not use Naviance, please give me a stamped envelope that is already addressed to the school's **Office of Admissions**. Please do **not** write anything for the return address on the envelope. **Please use envelopes that I do not have to lick!** If you do not have these at home, stop by my room, and I will give you some.
- 4. Please email this form back to me once it is completed.

Name:

Email:

1. Please log-in to your Infinite Campus account and print a copy of your unofficial transcript. Save the file as a PDF and email it to me when you email me back this completed form. (You will need to wait until about 2 weeks after school ends in June to do this.)

2. If you are a **current senior**, please list any math/science courses you are taking this year (with your current grade and teacher). If you **will be a senior in the Fall**, please list any math/science courses you plan to take during senior year.

3. Name **one** sport or extracurricular activities (band, orchestra, choir, student council, clubs, etc.) you have participated in at East, as well as the year (sophomore, junior, or senior) in which you participated in them. Explain your dedication to this sport or activity, and how often you have participated. If you had a leadership role, explain that.

4. Name **one** community service activity of which you are most proud, and explain what your position was and the amount of time you have volunteered. If you had a leadership role, explain that.

5. Name **one** job you have had, how long you have worked there, and what your responsibilities of the job were. If you had a leadership role, explain that.

6. What are your future goals? College major? Possible career? Will you need math to achieve those goals?

7. List 3 adjectives that best describe you.

8. Besides grades, what were some of your strengths that made you stand out among your peers?

Examples: strong attendance; work ethic; personality; sense of humor; friendly; respectful; conscientiousness; helps others; participates during class

9. Final thoughts... please give me any other information not already described that you would like me to consider as I am writing your letter.