

Confidential Student Data Sheet

Employers, colleges, or scholarship donors often ask applicants to submit letters of recommendation. The purpose of this form is to help you organize information that is needed by the letter writer. While not all of this may be necessary for each situation, it is always better to have more information than less. In addition to the student data sheet, counselors will require the Parent Brag sheet to be completed.

Guidelines: When requesting a letter of recommendation be sure to:

- Think of someone who knows you well; someone who knows your strengths
- Ask them in person, "Would you be comfortable writing a letter for me?"
- Make an appointment to give them the completed worksheet and answer any questions.
- Attach a written statement describing your goals, interests, and special talents
- Clarify the purpose of the recommendation
- Provide plenty of time; make certain the writer knows the deadline.
- Provide the writer with a stamped envelope, already addressed. This can serve as a reminder.
- Be courteous; always follow up with a thank you note to show appreciation. These letters take time
- Let the writer know how things turned out for you. The writer cares about you!
- The counseling office requires 4 school weeks' notice to write a recommendation letter

Today's Date _____ Recommendation Deadline Date _____

Full legal name _____

Home telephone _____

Street Address _____ City _____

Zip _____

Email Address _____

Name of Parents _____ Live with both biological? _____ If not, with whom? _____

Father's occupation _____ Employer _____

Telephone _____

Mother's occupation _____ Employer _____

Telephone _____

Number of children in family _____

Number in college (not counting you) _____

Test scores: PSAT _____ V _____ M ; SAT _____ V _____ M _____ WR ;

ACT _____ Composite

AP Test Scores _____

What courses interest you most and why?

What courses interest you least and why? _____

What careers are you considering?

Colleges and/or training programs you are applying to:

List three faculty members who could be contacted as a reference for you:

1. _____ 2. _____

3. _____

Who is writing your teacher recommendation letter(s) if needed?

If you were asked to describe yourself, what five words would first come to mind?

Please list your courses for fall and spring semesters:

Activities:

Note below the SCHOOL and COMMUNITY activities that you have been involved with in high school. Include VOLUNTEER WORK. List the activity, the year(s) you were involved, and give details, such as office, position, role, etc. You can attach an additional sheet of paper.

1. _____ Grade _____ Position _____

2. _____ Grade _____ Position _____

3. _____ Grade _____ Position _____

4. _____ Grade _____ Position _____

5. _____ Grade _____ Position _____

6. _____ Grade _____ Position _____

Work experience: Note any work experience you have had during high school (including summers)

Position	Employer	Length of time
1.		
2.		
3.		
4.		

Awards: List any awards or honors that you have received during high school. Please explain what they are if you think your counselor may be unfamiliar with the award or honor. (Can attach more paper.)

Name	Date	Sponsoring Organization
1.		
2.		
3.		
4.		

On a separate sheet of paper, please answer these questions in essay form (required):

1. What achievements in your life are you most proud of and why?
2. What do you consider your greatest strengths and weaknesses?
3. Do you have interests (academic or nonacademic) that you are passionate enough about to explore and study on your own?
4. Is your high school record an accurate measure of your ability and potential?
If not, what do you consider the best indicator of your potential for success in college work?
5. Relate a work, volunteer, study or travel experience of significance to you.
6. Please share any other information that you feel colleges need to know about you.