

~ Request for Recommendation/Evaluation ~

If you would like me to complete a recommendation/evaluation, please provide the following information...

- **Name**
- **Deadline to have the recommendation/evaluation completed by** (please give a minimum of 2 weeks notice)
- **Future Plans & Goals**
 - What colleges are you applying to
 - What is your intended major/course of study, career goals, etc.
- **Extra-Curricular Activities (Sports, Clubs, etc.)**
 - Include which grades/year
 - Which level – Freshman, JV, Varsity, Club, Travel, etc.
 - Leadership positions held – Captain / Co-Captain, President / Vice-President, Secretary, etc.
 - Special activities / events participated in
 - What did you gain from these experiences?
- **Honors/Awards (Academic, Athletic, Attendance, Club, Recognition, etc.)**
 - Include the grade/year(s) you earned the award, # of times earned, etc.
- **Community Involvement (community service, volunteer work, church involvement, etc.)**
 - Include the activity / events & amount of time spent (dates, month/year, # of hours, etc.)
 - What did you gain from these experiences?
- **Work Experience**
 - List your employer & position(s) held
 - Include your dates of employment (month/year) & average # hours per week
 - Include your responsibilities
- **Interests/Hobbies (outside of school)**
- **Personal Qualities**
 - List and explain 3-4 qualities that you feel you possess
- **References**
 - List the Hartland teachers/coaches to whom I might go to for further reference.

OPTIONAL INFORMATION...

- **Personal Achievements/Experiences**
 - Do you have any special achievements in or out of school that you are especially proud of?
 - Do you feel that your grades are a fair representation of your academic ability? If not, please explain.
 - Are there any factors that have come up during your high school career which you feel have put you at a disadvantage or have impacted you in some way? If so, please explain.
 - Have you participated in any special programs, summer workshops, camps, etc.? If so, please list and explain what you gained from these experiences.
 - Explain your personal contribution to the high school community.
- **Special Circumstances/Additional Information**
 - Are there any special family circumstances? ...Single parent household? Death of a parent or sibling? Siblings who will be in college at the same time? Extended family that live in your home?
 - Are there any financial hardships that I should be aware of?
 - Are there any other special circumstances that you would like me to communicate on your behalf?
 - Is there any additional information that you think would be important for me to know when completing your recommendation/evaluation?