

LETTER OF RECOMMENDATION PACKET

OVERVIEW

*Completed packets must be submitted to your counselor by **October 15, 2018** of your senior year to be considered for the fall application filing period. Any requests for Letters of Recommendation/secondary school reports submitted after **October 15, 2018** are not guaranteed to be fulfilled by application deadlines.*

Applying to a private or out of state school that uses the Common Application:

- Letters of recommendation are required. Usually they will ask for two from teachers that know you well. The counselor must also complete a letter of recommendation as part of the "School Report".

Applying to a private or out of state school that DOES NOT use the Common Application:

- A letter of recommendation could be required. It is sometimes also called a secondary school report. Consult the specific school website to confirm.

Scholarships:

- SOME scholarships ask that you include a letter(s) of recommendation with your application.

GUIDELINES FOR OBTAINING A LETTER OF RECOMMENDATION

To request a counselor/teacher recommendation, please carefully follow these steps:

- Complete the **Student Information Packet**. Attach a separate sheet for answers requiring additional information or more space. Attach your personal statement, if you have written one. Attach a copy of your current resume, if you have one.
- Have your parents/guardians complete **Parent/Guardian Questionnaire**. Attach a separate sheet for answers requiring additional information or more space.
- Make copies of the entire packet for each person who will be writing a letter/completing a form.
- It is imperative that you complete the information on the first page of the packet regarding who the letter is for and how they will be receiving it for each school that you are applying to as well as the due dates for each school.
- Submit all forms and requests to your counselor by **October 15, 2018**.
- If you have missed the October 15, 2018** deadline, at minimum you need to give your counselor **at least three weeks' notice** that a letter is needed before the deadline. It is more efficient for counselors to complete all forms at once. The three weeks does not include holidays or vacation.

Information you will need:

School Address: 1 Trojan Way, Leesburg, Georgia, 31763 CEB CODE: 111810
School Phone: (229) 903-2260
School Fax: (229)903-2291

Counselors:

Dual Enrollment: Monica Gordon	(229)903-2273	gordonmo@lee.k12.ga.us
A-F Counselor: Ryan Tindell	(229)903-5270	tindellry@lee.k12.ga.us
G-N Counselor: Brandi Chester	(229)903-3985	chesterbr@lee.k12.ga.us
O-Z Counselor: Ashley Houston	(229)903-2277	houstonas@lee.k12.ga.us

PLEASE KEEP INSTRUCTIONS FOR YOUR RECORDS!

STUDENT INFORMATION PACKET

Full Legal Name: _____

CellPhone: _____ Email Address: _____

Describe below the details of who will be requesting this letter:

Name of College/University:	Date Letter Is Needed:	This Institution Will Receive This Letter Via:		
		Common App	Other (write in)	Mail (pre-posted)
	/ /	<input type="checkbox"/>		<input type="checkbox"/>
	/ /	<input type="checkbox"/>		<input type="checkbox"/>
	/ /	<input type="checkbox"/>		<input type="checkbox"/>
	/ /	<input type="checkbox"/>		<input type="checkbox"/>
	/ /	<input type="checkbox"/>		<input type="checkbox"/>
	/ /	<input type="checkbox"/>		<input type="checkbox"/>

Probable college major, career or area of interest:

Describe/list any experience related to this area paid or volunteer (include duties, hours etc.):

School and Community Honors and Awards (please describe if it is not obvious by the title):

Describe your most important service or contribution to your high school:

TEST INFORMATION

**ACT
TESTING
DATE**

SUB SCORES

_____ English: _____ Math: _____ Reading: _____ Science: _____ Composite: _____

_____ English: _____ Math: _____ Reading: _____ Science: _____ Composite: _____

**SAT
TESTING
DATE**

**SUB
SCORES**

_____ Reading: _____ Math: _____ Writing: _____ Multiple
Choice: _____ Essay: _____

_____ Reading: _____ Math: _____ Writing: _____ Multiple
Choice: _____ Essay: _____

**SAT SUBJECT
TEST TESTING
DATE**

_____ Subject: _____ Score: _____

_____ Subject: _____ Score: _____

_____ Subject: _____ Score: _____

**AP
TESTING
DATE**

_____ Subject: _____ Score: _____

_____ Subject: _____ Score: _____

_____ Subject: _____ Score: _____

HOW MANY AP/HONORS CLASSES HAVE YOU TAKEN?

9TH GRADE

10TH GRADE

11TH GRADE

12TH GRADE

SCHOOL ACTIVITIES

List the major **school** activities you have been significantly involved in during high school. Include offices held, positions played, championships won, years involved etc.:

Name of Activity, Club, Sport	Position/Offices Held, If Any	Years Involved	Signature of supervising adult who can verify significant involvement

COMMUNITY ACTIVITIES

List the major **community** activities and service you have been involved in during high school. Include offices held, your role, length of involvement and how you contributed etc. (ex: Volunteer work, tutoring, Eagle scout, church etc.)

Name of Activity, Club, Sport	Position/Offices Held, If Any	Years Involved	Signature of supervising adult who can verify significant involvement

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SCHOOL REFERENCES

List the names of four high school teachers, coaches or club advisors to whom your counselor may speak with regarding your capabilities, talents, personal qualities:

List any special interests, hobbies or talents and length of involvement (Ex: Piano 7 years)

Hobby, Talent, Special Interest	Length of Involvement

If there has been an event in your life that has had significant, unique, unusual, either positive or negative, impact on you or your grades please explain:

List some of your future short and long-term goals:

List anything else your recommender should know about you that s/he might not already:

Select **two or more** questions listed below, answer thoroughly on a **separate sheet of paper and attach it to this packet.**

1. If you could change anything about the world, what would it be and why?
2. How would you like to see yourself grow over the next four years?
3. Do you have a hero, heroine or role model? Explain who and why.
4. What do you do in your spare time?
5. Who has had the greatest impact on your development and why?
6. What might your teachers say are your greatest strengths and shortcomings?
7. If your best friend was asked to describe you, what would they say?
8. What hardship(s) have you overcome?
9. Ask one or both of your parents/guardians or someone who has known you for many years to write at least one paragraph describing your strengths, challenges and what makes you unique.

Please circle 10-15 adjectives that best describe you:

able
accurate
active
adaptable
adept
aggressive
alert
ambitious
amiable
analytical
animated
articulate
artistic
assertive
athletic
attentive
bright
brilliant
capable
careful
charismatic
clever
committed
compassionate
competent
conscientious
conservative
considerate
consistent
contemplative
cooperative
creative
decisive
dedicated
dependable
detail-oriented
dynamic
earnest
educated
effective
efficient
energetic
engaging
enthusiastic
experienced
extroverted

faithful
fearless
flexible
focused
formidable
forward
friendly
funny
generous
gentle
gracious
hardworking
honest
honorable
humorous
imaginative
independent
individual
industrious
influential
ingenious
initiating
innovative
inquisitive
instinctive
intelligent
intense
interesting
introspective
inventive
involved
joyous
judicious
kind-hearted
knowledgeable
likeable
lively
mature
meticulous
moral
motivated
multilingual
multi-talented
nice
open
optimistic

organized
original
outgoing
outstanding
patient
people-oriented
perceptive
perseverance
persistent
personable
persuasive
pleasant
poised
polished
productive
professional
proficient
qualified
quick-thinking
ready
relaxed
reliable
resilient
resourceful
responsible
robust
scholarly
scrupulous
seasoned
self-assured
self-reliant
sensitive
serious
sharing
sharp
shrewd
skilled
smart
sophisticated
spirited
stable
successful
talented
tenacious
thoughtful
together

tolerant
top-level
trained
trustful
unique
unselfish
upbeat
valuable
versatile
vigorous
vivacious
warm
well-educated
willing
wise
witty
youthful
zealous

Feel free to list
your own
adjectives in
addition to these:

Parent/Guardian Questionnaire

Parent/Guardian Name: _____

Relationship to student: _____ Email Address: _____

Please list and explain five (5) words to describe your child:

In what areas have you witnessed the most developmental growth in your child? Please explain.

What do you consider the most important achievements of your child during high school? Why did you select these as important?

I am proud of my child because...(specific examples especially welcome)

Are there any unusual circumstances that have affected your child's education? If yes, how has he/she been able to overcome obstacles, demonstrate strength, courage, or resiliency?

Please provide any additional information you think we ought to know in order to write a more complete recommendation.
