

Plainsman Packet



Letter of Recommendation Packet

Your Plainsman Packet which consists of your high school resume is required when requesting a letter of recommendation from counselors or teachers. Once your packet is complete and been turned in to your counselor/teacher, then you may only need to submit a Letter of Recommendation Request thereafter.

When turning in your request for a letter, make sure the college(s) and/or scholarship organizations requesting the letter is listed.

Thank you for completing the packet thoroughly and giving your counselor/teacher at least two weeks' notice. Requesting a letter to be completed ASAP is not a deadline and will not be put ahead of other requests.

Visit with your counselor if you have any questions.



RECOMMENDATION LETTER REQUEST

A letter of recommendation form must be completed and turned in for every request. Make sure the person you are requesting the letter from has a copy of your packet information (High School Resume)

Please provide the following information:

YOUR NAME: _____ **Student ID:** _____ **Date:** _____

Letter is for-- _____ *College Admission* _____ *Scholarship* _____ *Generic*
_____ *other* _____

Letter is to be written to: Please list the college(s), scholarship organizations, other, for which you need a recommendation letter and include their applicable deadline.

College/Scholarship, Etc.

Deadline

_____	_____
_____	_____
_____	_____
_____	_____

(Allow at least two weeks for your letter to be completed)

CHECKLIST:

Please provide the following information to prepare a strong letter of recommendation.

- _____ Recommendation Letter Request Form
- _____ Plainsman Packet (High School Resume)
- _____ Student Self-Assessment
- _____ Teacher Information Form-Optional
- _____ Parent Reference form-Optional

Your letter will not be written until this information is turned in.

(FOR COUNSELOR USE ONLY)

Date received by counselor _____ **Date completed** _____

_____ **SAT/ACT test scores** _____ **summary of credit** _____ **test card** _____ **schedule with grades**

HIGH SCHOOL RESUME FORM

Name: _____ Date of birth: _____

Address: _____ Zip Code: _____ Phone: _____

Grade: ___ GPA _____ Rank _____ 1st generation college student: ___ Yes ___ No

Grad Plan: ___ Minimum ___ Recommended ___ Distinguished ___ Foundation(FHSP) Endorsement: _____

List any Pre-AP/AP courses you have taken in 9th, 10th, 11th and currently taking.

Also list in parentheses beside the course, the AP exam score you earned if AP exam was taken.

List dual credit courses you have taken or will take.

1 _____ 2 _____ 3 _____ 4 _____

5 _____ 6 _____ 7 _____ 8 _____

List University/College or Schools of Interest

Where are you interested in attending?

What major or program of study are you considering?

What makes you interested in this field of study? _____

College offers many opportunities to get involved. What plans do you have to stay involved on the college campus?

SCHOOL ORGANIZATIONS, ATHLETICS, CLUBS AND LEADERSHIP POSITIONS

Indicate Grade Level

HONORS, AWARDS AND OUTSTANDING ACHIEVEMENTS

Indicate Grade Level

ACTIVITIES OUTSIDE OF SCHOOL, COMMUNITY SERVICE & VOLUNTEER POSITIONS

EMPLOYMENT RECORD and RESPONSIBILITIES

Employer _____ Responsibility _____

Employer _____ Responsibility _____

Employer _____ Responsibility _____

STUDENT SELF-ASSESSMENT & PERSONAL INFORMATION

A good letter of recommendation includes personal aspects of the applicant. It helps organizations and universities get to know who you are as a person and what qualities you possess. Include as much personal information as you feel comfortable giving.

1. Describe yourself using 3 adjectives:
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2. What is your passion? What activities would you engage in even if it meant no monetary award or recognition?

3. Describe the characteristics that will set you apart from thousands of other applicants applying? What uniqueness do you bring to the table?

4. What legacy do you think you've left as a Plainsman? How will you be remembered?

5. Describe an academic accomplishment that you are most proud of and explain why.

6. What hardships or difficulties have you overcome?

7. What do you hope to accomplish in college and after? Consider your career goals and your longer term life goals.

TEACHER INFORMATION TO COUNSELOR

To the teacher: I am asking my counselor to write a letter of recommendation for my college application or a scholarship. Your insight into my academic performance, as well as my personal character, will be greatly appreciated by my counselor. Please return this form to my counselor within one week. This form is optional.

Student _____ Today's Date _____

Teacher _____ Please return to _____

In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire class. Please check the SINGLE most appropriate box.

The student WILL NOT see this evaluation.

	Average or Below	Good (above average)	Excellent (next 10% this year)	Outstanding (top 5% this year) One of the top few I have encountered in my career.	N/A
Academic Motivation					
Academic Creativity					
Academic Self-Discipline					
Academic Growth Potential					
Leadership					
Sense of Responsibility					
Self-Confidence					
Warmth of Personality					
Sense of Humor					
Concern for Others					
Energy					
Emotional Maturity					
Personal Initiatives					
Reaction to Setbacks					
Respect Accorded by Faculty					

SUMMARY EVALUATION

First words that come to mind to describe applicant:

Strengths in your course:

Notable personal characteristics:

Give an anecdote which illustrates what this student has said or done to "stand out from the crowd."

PARENT INFORMATION

CONFIDENTIAL INFORMATION FOR COUNSELOR RECOMMENDATIONS

Dear Parent of Student:

As part of the recommendation packet, we are asking you to complete this parent form to aid us in developing a quality letter for your senior. This form is optional.

Please complete the form below. You may attach additional pages as necessary. Please return the form promptly so that we can complete the student's file and write a strong letter of recommendation.

Name of student: _____

Parent or guardian: _____

Home address: _____ Zip: _____

Home telephone: _____ Business telephone: _____

A. Tell what you would like the college admissions committee to know about your son/daughter regarding:

- Personal Qualities:

- Unusual Talents:

- Academic Strengths:

- Worthwhile Community Activities (briefly describe each):

B. Describe the assets/characteristics that will set your student apart from thousands of college applicants:

C. Discuss your son's/daughter's reactions to any unusual circumstances and/or situations in your family life:

D. Tell us in two or three sentences what you would like college admissions or scholarship committees to know about your child: