



Letter of Recommendation Form

Seniors: Letters of recommendation are very important to the college admissions process. Colleges value a letter that shares insight beyond grades on a potential admissions candidate. We try our best to write the most complete letter possible on your behalf. The more thorough you are in completing this form, the more information we will have in writing your recommendation.

This form is **REQUIRED** to write a letter of recommendation.

IMPORTANT: 2 OR 3 WEEKS NOTIFICATION IS REQUIRED TO REQUEST A LETTER OF RECOMMENDATION!

Student Name: _____

Cell Phone: _____

Email Address: _____

Scholastic Information:

Potential Major: _____

Education Goals: _____

Career Goals: _____

College Courses/Academic Enrichment Courses Completed or Currently Enrolled:

5. What have you uniquely contributed to the University Preparatory School Community/Family? How have you made a difference?

List at least five (5) adjectives that you believe describe you:

1. _____
2. _____
3. _____
4. _____
5. _____

Awards & Honors:

Name of Award & Brief Description	Year(s) Awarded:
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12

Name: Description:	___ 9 ___ 10 ___ 11 ___ 12
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12

School Activities (clubs, sports, etc.)

Activity	Grade(s) in which you participated in the activity	# of hours per week	# of weeks per year
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		

Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		

Community Service:

Activity	Grade(s) in which you participated in the activity	# of hours per week	# of weeks per year
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		
Name: Description:	___ 9 ___ 10 ___ 11 ___ 12		

Additional information you would like to share: (ex. special family or financial situations)

****Please attach a printed transcript***