

AGRICULTURE SCIENCE ACADEMY

Letter of Recommendation Questionnaire & Guidelines

If you need a letter of recommendation for your college application, a scholarship program, etc., please complete this form and **INCLUDE AS MUCH INFORMATION AS POSSIBLE**. Remember that the person writing your recommendation wants to do a good job for you but needs your assistance.

It is very important that you return this completed form to the person writing your recommendation. **AT LEAST TWO WEEKS BEFORE YOU NEED THE RECOMMENDATION**. Waiting until the last minute to furnish the writer information could result in disappointment for you!

BEFORE YOU TURN IN YOUR INFORMATION FORM CHECK THE FOLLOWING:

- Ask your counselor when would be a good time to meet and turn in your information form.
- Bring a white business-size envelope for EACH College, which a letter of recommendation is required.
- Address EACH envelope for EACH College.
- Place a postage stamp on EACH envelope.
- Counselor will stamp SPSHS return address for you.
- Bring in completed application or counselor's section of the application (Bring it in within two working weeks in advance of the application deadline).
- Must waive "Right to Access" if on the application. On certain application a confidential "Waiver of Rights" statement is enclosed. You must sign this waiver form that indicates that all rights of access to all information and material of any kind received by the university regarding your application are voluntarily waived by you. (If this waiver is NOT signed, many admissions Officers with NOT acknowledge your counselor's Letter of Recommendation!)

PERSONAL DATA SECTION

Full Legal Name:

Home Address:

Test Scores: PSAT Verbal: _____ PSAT Math: _____

SAT I Verbal: _____ SAT I Math: _____ ACT: _____

List three teachers who know you well:

List colleges where you are applying for admission:

What subjects are you considering for your college major?

List 5 words you would use to describe yourself:

What are your best subjects?

What are your hobbies or special interests?

ACTIVITIES SECTION

Please list the year in school followed by the specific details of your particular activity. For example: 9th, class president; 10th, volunteer at Santa Paula Hospital; 11th, member CSF; 12th, captain, varsity soccer, etc. Write or print clearly and use whatever space you require to give the necessary information. Use additional paper if needed.

List and detail below all in which you have participated:

School Activities:

Out-of-School-Activities (college classes, community service, tutoring, volunteer work, etc.):

Sports:

Paid/Non-Paid Work Experience (summer, after school, weekends, etc.):

Awards and Honors (even if you think them to be insignificant):

Travel Experiences you have had:

Special Talents you Possess (music, sports, writing, etc.):

Additional Information that may be helpful in writing your letter of recommendation or if there is something special or unique about you that you would like to have mentioned in the letter, please explain. (For example, any obstacles or disadvantages you have overcome.):

Short Answer Question

What are your future educational & career plans? (on a separate piece of paper)